Dear AVMA Exhibitor:

Thank you for exhibiting at the 2015 AVMA Annual Convention. We are excited to see you in Boston and are looking forward to a great event! Plans are underway to ensure an exceptional exhibit experience for exhibitors and attendees.

The following service kit contains all of the important information and order forms you will need in preparation for a great convention. Please be sure to carefully read the entire contents of this service kit. It has been designed to assist you in the exhibit order process and provide all necessary information and schedules. **Please note the deadlines by referring to the Exhibitor Checklist as well as the deadlines listed at the top of all order forms.**

Exhibitor Registration will be at the Boston Convention & Exhibition Center (BCEC) in the North Lobby on level 1 and will open at 8:00 am on Thursday, July 9. Viper Tradeshow Services is the official show decorator. The Viper Tradeshow Service Center will be located in the Exhibit Hall (Exhibit Hall A on the Exhibit Level).

Badges will be required for admission to the Exhibit Hall (including set up and tear down), and all education sessions that do not require an additional fee. **CE credit is not given for exhibitor badges**. If you have yet to register for your exhibitor badges you may do so at any time by going to: www.avmaconvention.org/register.

Exhibit Hall Schedule: New for 2015

Set up:

Thursday, July 9	8:00 am – 5:00 pm
Friday, July 10	8:00 am – 5:00 pm (set up must be complete by 5:00 pm)

Exhibit Hours:

Saturday, July 11	9:00 am – 7:00 pm
Sunday, July 12	9:00 am – 5:00 pm
Monday, July 13	9:00 am – 5:00 pm

Dismantle:

Monday, July 13	5:00 pm – 8:00 pm
Tuesday, July 14	8:00 am – 12:00 pm

*Please ensure all carriers are checked in no later than 10:00 am on Tuesday. Exhibitors who tear down prior to 5:00 pm Monday will lose their priority point status for the 2017 space draw.

Please note: OSHA rules state that anyone under the age of 18 is not allowed in the exhibit hall at any time during set-up and tear-down. Please make appropriate arrangements during this time if your children will be accompanying you during your stay.

Exhibitor Profiles:

Ensure that attendees have the most complete information about your exhibit by completing your online company profile. You can find the instructions to do so here:
http://iebms.heiexpo.com/usi/avma/2015AVMAiebmsinstructions.pdf
By updating your profile and selecting products and services you will provide vital information to attendees to help them plan their exhibit hall visit. This company profile will be visible to attendees through the convention website, www.avmaconvention.org, as well as the Mobile App and the onsite Exhibitor Guide. **We urge you to update your company profile by May 1 for inclusion in the printed Exhibitor Guide.**

Lead Retrieval:
Each commercial exhibitor will be provided a complimentary lead retrieval unit upon request. Please refer to the order form located in this manual. Each veterinarian, veterinary student, veterinary technician and technician student and practice staff registrant will have their contact information stored within the bar codes on their badges which can be scanned for contact information. Please pick up your unit at the Wyndham Jade Lead Retrieval desk located in the exhibit hall at the Service Center.

Pre-Show Marketing
Have you designed your pre-show marketing plan yet? Don't delay! Studies have shown that pre-show marketing is vital to your exhibiting success. Each commercial exhibitor will be provided a pre-convention mailing list of all registered attendees upon request and completion of the agreement located within this manual. Please complete the request form and return it with a sample of your marketing piece for approval by June 10 to receive the complimentary rate.

We will continue to keep you updated with our monthly Convention Newsletters. As always, please let us know if there is anything we can do help you with your exhibit planning.

Thank you for exhibiting with us! Best wishes for a successful 2015 AVMA Annual Convention!

Questions? Contact us!

AVMA Exhibit Management and Sales
Hall-Erickson, Inc.
98 E. Chicago Avenue
Westmont, IL 60559
P: 630-434-7779 F: 630-434-1216
avma@heiexpo.com

Quick Reference

Show Name: American Veterinary Medical Association
Show Code: 1507001

Show City: Boston, MA
Show Facility: Boston Convention & Exhibition Center
Show Dates: July 10-15, 2015

Mark Your Calendar!

Wednesday, June 10, 2015	FIRST DAY ADVANCE WAREHOUSE RECEIVING **CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS** The Advance Warehouse will accept freight beginning on this date. Shipments received via small package carrier will be charged an additional 30%.
Wednesday, June 17, 2015	ADVANCE ORDER DISCOUNT DEADLINE / CANCELLATION DEADLINE Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. NO refunds or discounts are provided after this date.
Wednesday, June 24, 2015 by 4:00 PM	LATE TO WAREHOUSE **CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS** ALL shipments received AFTER June 24TH will be charged a late fee of an additional 30%.
Friday, July 3, 2015	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept freight. (You will be charged a late fee, as noted above, but your freight will be in your booth at the start of exhibitor move-in!)
Thursday, July 9, 2015 & Friday, July 10, 2015	SHOW SITE DELIVERIES **CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** ALL show site shipments are to be delivered during the listed dates & times- ONLY! Shipments sent before these dates are at risk of being refused, or charges by convention center and Viper may apply.

Your Show Outline

Move-In/Installation	Thursday, July 9, 2015	8:00 AM- 5:00 PM (**Early Move-in with approval only**)
	Friday, July 10, 2015	8:00 AM- 5:00 PM (**Set-up MUST be complete by 5:00 PM**)
Exhibit Hours	Saturday, July 11, 2015	9:00 AM- 7:00 PM
	Sunday, July 12, 2015	9:00 AM- 5:00 PM
	Monday, July 13, 2015	9:00 AM- 5:00 PM
Move-Out/Tear Down	Monday, July 13, 2015	5:00 PM- 8:00 PM
	Tuesday, July 14, 2015	8:00 AM- 12:00 PM

Carrier Must Check In By:
10:00 AM, 07/14 @ Freight Desk in Hall A

Material Handling Rates

Advanced (2cwt Minimum):
$129.00 ST / per CWT

Showsite (2cwt Minimum):
$119.00 ST / per CWT

Advance Warehouse

AVMA
Viper Tradeshow Services
c/o Forward Air
480 William F. McClellan Hwy.
East Boston, MA 02128

Show Site Facility

AVMA
Boston Conv.Center- Hall A
c/o Viper Tradeshow Services
415 Summer Street
Boston, MA 02210

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 10:00 am to avoid force, as well as exhibitors must start their dismantle by 9 PM on 7/13 in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

Be sure to include Company Name & Booth Number on your freight.

Items that come standard in your booth for this show are:

10' x 10' Exhibit Spaces in a NON CARPETED hall. (Aisles will be carpeted). Each booth comes with 8' back drape, 3' side drape & (1) black and white 6" x 24" ID sign. **Carpeting/flooring is mandatory for all booths. To purchase additional items/services (including material handling) please visit vipertradeshowstore.com / show code # 1507001 OR fax/email forms to the Viper Show Coordinator (see below).**

Order Online @
www.vipertradeshowstore.com
Show Code:

1507001

Viper Show Coordinator

Stephanie Kordecki
p: 847.426.3100
f: 847.426.3111
skordecki@vipertradeshow.com

Show Management Contact

AVMA Exhibit Management & Sales
Hall-Erickson, Inc.
p: 630.434.7779, x7966
avma@heiexpp.com

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Method of Payment For:

American Veterinary Medical Association- DISCOUNT DEADLINE: 6/17/15

Exhibitor Information

COMPANY NAME: _____BOOTH #:_____BOOTH SIZE:_____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

FAX #:_____EMAIL ADDRESS:_____

**Paid invoices are emailed 3 - 5 business days after show closing*

SHOW SITE CONTACT:_____CELL PHONE:_____

Ways to Order

ONLINE*
Login & Place Orders:
www.vipertradeshowstore.com

**Credit Card Transaction Only*

FAX*
Send completed forms to:
Fax: 847.426.3111

MAIL
Send completed forms to:
Viper Tradeshow Services
2575 Northwest Parkway
Elgin, Illinois 60124

Viper Tradeshow Services Orders

Material Handling Estimate:	$_____	Rental Carpet:	$_____
Standard Furnishings & Accessories:	$_____	Forklift with Operator:	$_____
Viper Custom Furnishings:	$_____	Electrical Labor (Electrical supply via MCCA)	$_____
Installation & Dismantle Labor:	$_____	Hanging Sign Assembly Labor:	$_____
Floral:	$_____		
Modular Rental / Custom Display:	$_____		
Signage/Graphics:	$_____		
Shipping (Viper Transportation Service):	$_____		

Total Viper Tradeshow Service Orders ***$***_____

Method of Payment / Credit Card Charges

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative; including labor, material handling, and shipping.

Please Circle Appropriate Credit Card

MasterCard Visa Amex

Number:_____CVV_____
Expiration Date:_____
Cardholder Signature:_____
Name Printed:_____
Address (if different from above):_____

Company Check # (Please note show name on check):_____ Date check mailed:_____

Make Payable to: Viper Tradeshow Services **Mail to:** 2575 Northwest Parkway, Elgin, Illinois 60124

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Standard Furniture | Accessories

30" Tables

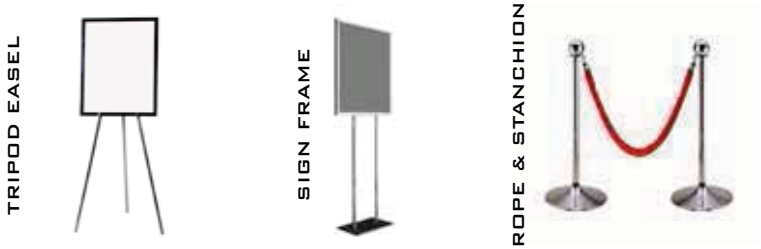
Qty.		Discount	Standard
____	4' Table	131.67	166.32
____	6' Table	166.32	187.11
____	8' Table	180.18	200.97
____	4th Side Drape	33.00	46.20
____	Undraped Table	33.00 Less Than List Price Above	

42" Counters

Qty.		Discount	Standard
____	4' Counter	159.39	194.04
____	6' Counter	194.04	228.69
____	8' Counter	221.76	256.41
____	4th Side Drape	39.60	52.80
____	Undraped Counter	33.00 Less Than List Price Above	

Accessories

Qty.		Discount	Standard
____	4' Single Tier Table Riser	88.15	116.42
____	6' Single Tier Table Riser	111.43	145.53
____	8" Single Tier Table Riser	133.05	164.66
____	Garment Rack	159.66	207.90
____	Wastebasket	29.10	40.19
____	Tripod Easel	53.22	68.18
____	Sign Frame/Holder	163.00	207.90
____	Rope & Stanchion Sets	124.74	163.00
____	4' x 8' Posterboard	254.47	291.06
____	Bag Rack	90.09	124.74



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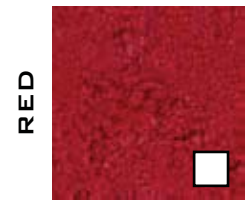
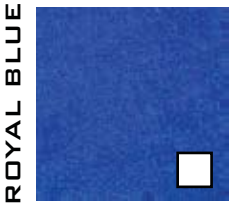
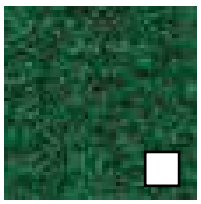
Rental Carpet

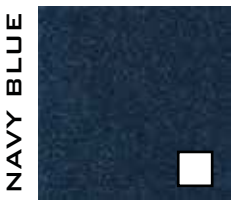
Exhibitor Name:_____ **Booth #:**_____

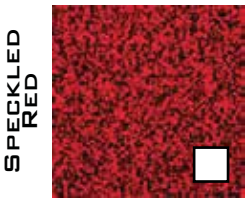
Standard

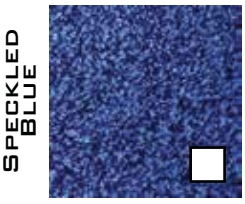


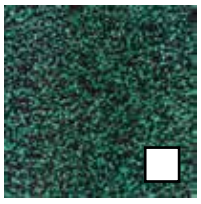






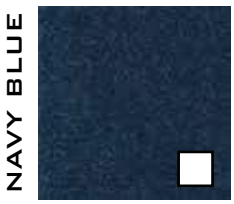


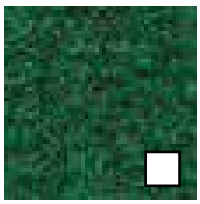


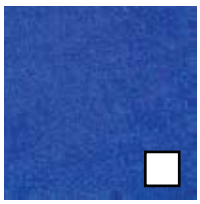


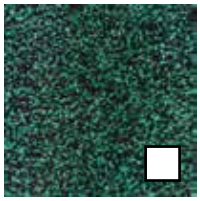
Size	QTY	Discount Price (Ends June 17th)	Standard Price	Sub-Total
10' x 10'		$200.64	$257.40	
10'x 20'		$401.28	$514.80	
10' x 30'		$601.92	$772.20	
10'x 40'		$802.56	$1,029.60	
20'x 20'		$802.56	$1,029.60	
Custom Carpet Per Sq. Ft.	/ sq. ft.	$2.00	$2.57	

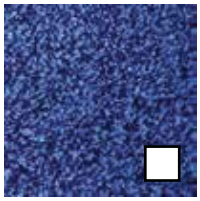
Prestige

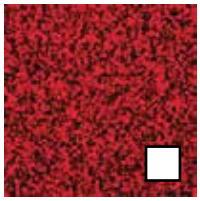












Size	QTY	Discount Price (Ends June 17th)	Standard Price	Sub-Total
Plush - Per Sq. Ft.	/ sq. ft.	$5.82	$7.41	

Padding | Visqueen

Size	QTY	Discount Price (Ends June 17th)	Standard Price	Sub-Total
1/2" Padding Per Sq. Ft.	/ sq. ft.	$2.00	$2.57	
Double Padding Per Sq. Ft.	/ sq. ft.	$4.00	$5.14	
Visqueen Per Sq. Ft.	/ sq. ft.	$0.55	$0.68	

Standard Carpet Sub-Total
$ _____
Plush Carpet Per Sq. Ft. Sub-Total
$ _____
Padding/ Visqueen Per Sq. Ft. Sub-Total
$ _____

Total $ _____

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Lounge

VIPER 5
PILOTS OF THE TRADESHOW INDUSTRY

Series A

Series B

Series C

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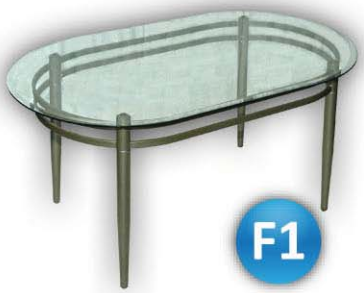
Specialty Tables | Chairs

Series D

Series E

Series F



Series G

Series H

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Office

Series I

I1

I2

I3

Series J

J1

J2

J3

Accessories

Series K

K1

K2

K3

K4

K5 K6

K7

K8

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Tables | Chairs

Series L

Cocktail Tables | Stools

Series M

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VIPER
PILOTS OF THE TRADESHOW INDUSTRY

Viper Custom Furniture Order Form

Lounge

			Discount	Standard
A Series	A1 - Durapella Sage Sofa	qty.	602.91	783.78
	A2 - Durapella Sage Loveseat	qty.	533.61	693.69
	A3 - Durapella Sage Chair	qty.	395.01	513.51
	A4 - Cherry Cocktail Table	qty.	256.41	333.33
	A5 - Cherry End Table	qty.	228.69	297.30
B Series	B1 - Black Leather Sofa	qty.	575.19	747.75
	B2 - Black Leather Loveseat	qty.	533.61	693.69
	B3 - Black Leather Chair	qty.	450.45	585.59
	B4 - Black/Glass Cocktail Table	qty.	207.90	270.27
	B5 - Black/Glass End Table	qty.	194.04	252.25
C Series	C1 - Grey Sofa	qty.	464.31	603.60
	C2 - Grey Loveseat	qty.	422.73	549.55
	C3 - Grey Chair	qty.	381.15	495.50
	C4 - Black Cocktail Table	qty.	256.41	333.33
	C5 - Black End Table	qty.	228.69	297.30

Specialty Tables | Chairs

			Discount	Standard
D Series	D1 - Black/Glass 42" Round Table	qty.	311.85	405.41
	D2 - Black Side Chair	qty.	173.25	225.23
E Series	E1 - Chrome/Glass 36" Round Table	qty.	270.27	351.35
	E2 - Brushed Silver Ladderback Chair	qty.	145.53	189.19
F Series	F1 - Pewter/Glass 60" Oval Table	qty.	353.43	459.46
	F2 - Pewter/Blue Chair	qty.	200.97	261.26
	F3 - Pewter/Red Chair	qty.	200.97	261.26
	F4 - Pewter/Yellow Chair	qty.	200.97	261.26
	F5 - Pewter/Green Chair	qty.	200.97	261.26
G Series	G1 - Birch/Steel 54" Round Table	qty.	325.71	423.42
	G2 - Birch/Steel Side Chair	qty.	214.83	279.28
H Series	H1 - Brushed Steel 42" Round Table	qty.	311.85	405.41
	H2 - Brushed Steel Chair	qty.	200.97	261.26

Office

			Discount	Standard
I Series	I1 - Oak Desk	qty.	464.31	603.60
	I2 - Black Leather/Chrome Executive Chair	qty.	297.99	387.39
	I3 - Black Leather/Black Executive Chair	qty.	297.99	387.39
J Series	J1 - Black 6' Conference Table	qty.	395.01	513.51
	J2 - Black Steno Chair	qty.	173.25	225.23
	J3 - Black Drafting Stool	qty.	242.60	315.38

Accessories

			Discount	Standard
K Series	K1 - Black Accordian Lit Stand	qty.	173.25	225.23
	K2 - Black Lit Stand	qty.	173.25	225.23
	K3 - Standing Ballot Box	qty.	242.55	315.52
	K4 - Coat Rack	qty.	62.37	81.08
	K5 - Black 12" x 12" x 42" Pedestal	qty.	242.55	315.32
	K6 - Black 12" x 12" x 30" Pedestal	qty.	242.55	315.32
	K7 - Black 24" x 24" x 42" Pedestal	qty.	381.15	495.50
	K8 - Refrigerator	qty.	288.20	374.66

Tables | Chairs

			Discount	Standard
L Series	L1 - Black Sherpa Side Chair	qty.	75.63	98.32
	L2 - Black 30" x 30" Table	qty.	200.97	261.26
	L3 - Black Sherpa Arm Chair	qty.	90.09	117.12
	L4 - Brushed Steel/Black Chair	qty.	200.97	261.26
	L5 - Black Side Chair	qty.	173.25	225.23
	L6 - Black Euro Chair	qty.	173.25	225.23

Cocktail Tables | Stools

			Discount	Standard
M Series	M1 - Black Euro Barstool	qty.	187.11	243.24
	M2 - Black 30" x 42" Bar Table	qty.	214.83	279.28
	M3 - Euro Barstool	qty.	214.83	279.28
	M4 - Chrome/Black Euro Stool	qty.	200.97	261.26
	M5 - Black Ladderback Stool	qty.	131.67	171.17
	M6 - Brushed Steel/Black Stool	qty.	228.69	297.30
	M7 - Brushed Steel Stool	qty.	228.69	297.30

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Signage / Graphics Order Form

American Veterinary Medical Association

QTY:		Discount	Standard
7" x 11"	_____	$46.00	$65.00
11" x 14"	_____	$56.00	$78.00
14" x 22"	_____	$64.00	$90.00
7" x 44"	_____	$64.00	$90.00
14" x 44"	_____	$85.00	$119.00
22" x 28"	_____	$85.00	$119.00
28" x 44"	_____	$139.00	$195.00
24" x 96"	_____	$297.00	$416.00
48" x 96"	_____	$362.00	$507.00
Single Sided Banner	_____x _____	$21.75/sq	$31.50/sq ft
Double Sided Banner	_____x _____	$38.25/sq ft	$55.50/sq ft

Indicate Your Sign Copy:_____

_____

Letter Color: _____ **Pole Pockets / Pocket Size:**_____**Grommets:**_____

Optional Services:
Easel Back: _____ @ $9.00 / sign - Colored Showcard: _____ @ $12.00 / sign - Logo ID Sign: quote provided upon request

Signs other than sizes listed will be prepared on a square foot bases, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order is $30.00. If you have any questions on formats supported please contact Viper Tradeshow Services @ 847.426.3100.

Exhibitor Name:_____ Booth #:_____

NOTICE

Cancellation of any portion of the order within 48 hours of labor start will be charged one hour minimum per lift at the applicable hourly rate. Requests made after the deadline will be filled, as available, at the standard rate. All orders are subject to the terms and conditions as outlined in the Exhibitor Service Kit.

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Modular Display Selections

10 x 10

*Graphic packages Depicted | Please choose carpet color below.
**Please contact your Viper representative for Artwork guidelines.

10' Inline - Discount
- ☐ Standard $1,500.00
- ☐ Graphic $2,675.00

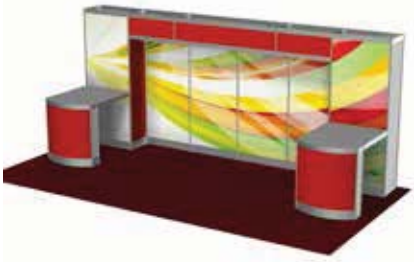
10' Inline - Standard
- ☐ Standard $2,050.00
- ☐ Graphic $3,750.00

10' Shelf - Discount
- ☐ Standard $2,050.00
- ☐ Graphic $2,850.00

10' Shelf - Standard
- ☐ Standard $2,800.00
- ☐ Graphic $3,875.00

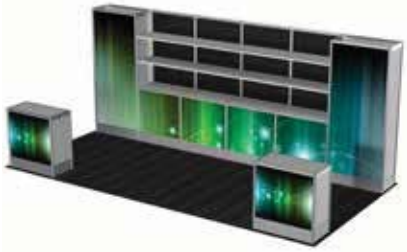
10 x 20

*Graphic packages Depicted | Please choose carpet color below.
**Please contact your Viper representative for Artwork guidelines.



20' Inline - Discount
- ☐ Standard $4,280.00
- ☐ Graphic $6,330.00

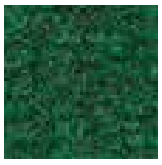
20' Inline - Standard
- ☐ Standard $5,790.00
- ☐ Graphic $8,550.00



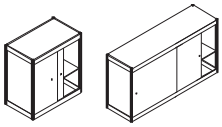
20' Shelf - Discount
- ☐ Standard $4,325.00
- ☐ Graphic $6,425.00

20' Shelf - Standard
- ☐ Standard $5,900.00
- ☐ Graphic $8,750.00

Booth Carpet

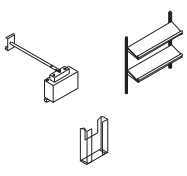
☐ Black	☐ Royal Blue	☐ Navy Blue	☐ Green	☐ Silver	☐ Gray	☐ Red
						

Accessories



Counters

Qty.	Description	Discount	Standard
____	1Mx1/2Mx30"	$120.00	$168.00
____	1Mx1/2Mx42"	$180.00	$252.00
____	2Mx1/2Mx30"	$250.00	$350.00
____	2Mx1/2Mx42"	$300.00	$420.00



Misc.

Qty.	Description	Discount	Standard
____	1M Straight Shelf	$70.00	$98.00
____	1M Angled Shelf	$70.00	$98.00
____	Halogen Arm Light	$68.00	$92.50
____	Brochure Pocket	$60.00	$84.00

No credit will be given after close of event on items or services ordered, but not received.
If you have a problem please see the Viper Tradeshows Representative at the event site prior to opening.
Cancellation: No refunds on orders cancelled after the deadline.

Exhibitor Name:_____ Booth #_____

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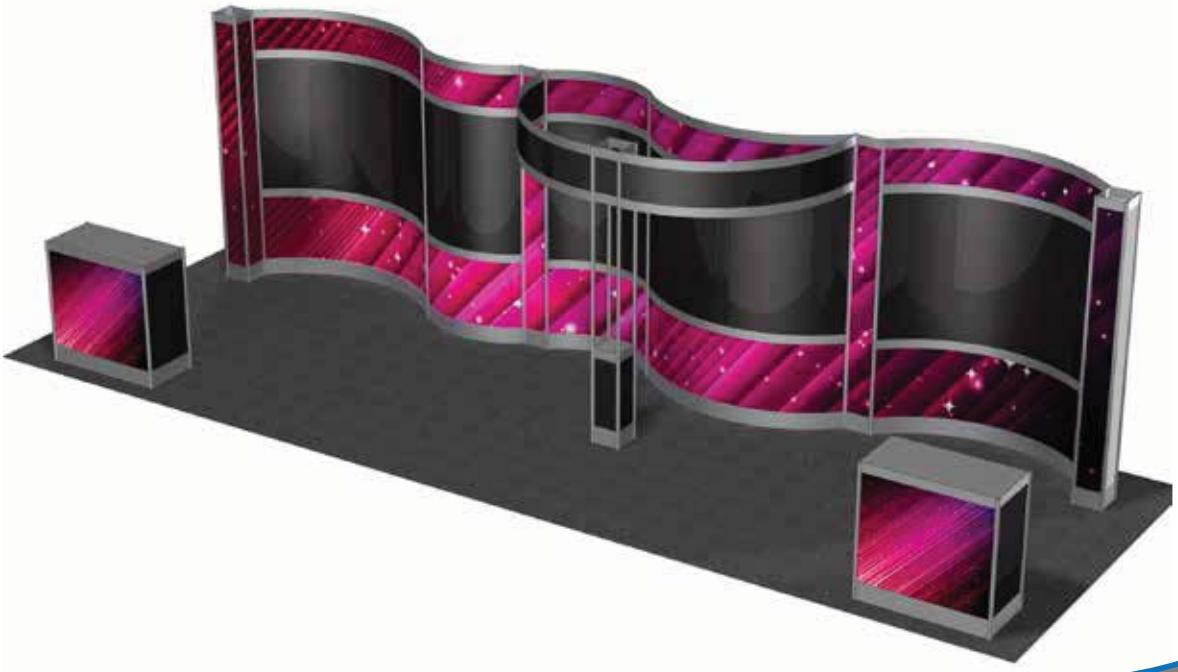
Custom Displays

Custom

Let our innovation and design expertise help you bring your ideas to life. With extensive design training and state-of-the-art technology, our designers are skilled in selecting the best colors, sizes and materials to meet your exhibit and graphics needs. Please contact your representative for more details and pricing.

*Graphic packages Depicted | Please choose carpet color below.
**Please contact your Viper representative for Artwork guidelines.



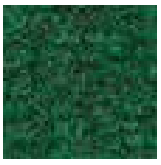
Booth Carpet

☐ Black

☐ Royal Blue

☐ Navy Blue

☐ Green

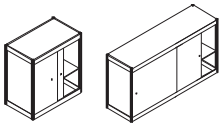


☐ Silver

☐ Gray

☐ Red

Accessories



Counters

Qty.	Description	Discount	Standard
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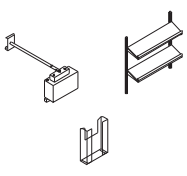
____	1Mx1/2Mx42"	$180.00	$252.00
____	2Mx1/2Mx30"	$250.00	$350.00
____	2Mx1/2Mx42"	$300.00	$420.00



Misc.

Qty.	Description	Discount	Standard
____	1M Straight Shelf	$70.00	$98.00
____	1M Angled Shelf	$70.00	$98.00
____	Halogen Arm Light	$68.00	$92.50
____	Brochure Pocket	$60.00	$84.00

No credit will be given after close of event on items or services ordered, but not received.
If you have a problem please see the Viper Tradeshows Representative at the event site prior to opening.
Cancellation: No refunds on orders cancelled after the deadline.

Exhibitor Name:_____ Booth #_____

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Shipping Order Form

If you would like to use the shipping services of Viper Tradeshow Services please complete the following form and fax it to 847.426.3111. You will receive a confirmation of receipt and bookings.

Pricing

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of $2.75/lb. on shipments under 1,000 pounds and $2.25/lb for shipments over 1,000 pounds. Dimensional weight may apply, and a $525.00 minimum applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Material Handling charges still apply for all shipments.

Shipping Information

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

Do you have a dock? _____ When will freight be ready for pickup?_____

Estimated Number of Pieces:_____ Estimated Total Weight:_____ When do you close?_____

Destination

SHOW: AVMA 2015_____ BOOTH NUMBER:_____

EXHIBITOR NAME (IF DIFFERENT THAN ABOVE)

_____

Check one: ADVANCE WAREHOUSE: _____ SHOW SITE: _____ OUTBOUND ONLY: _____

Is this a round trip shipment? _____ If so, are we returning to same address above? _____

Address if different than above:_____

5-7 Day Ground Service? _____ If other, please call & arrange as a different rate will apply.

Acceptance & Payment

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to $50.00 per shipment or $0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping otherwise, and acknowlege i am purchasing only supplemental insurance protection (up to $5,000.00) at $10.00 for every $1,000.00 declared value by entering a declared value on this form. Declared value $ _____

All shipment orders must be accompanied by a completed exhibitor information/method of payment form and pick ups will only be scheduled upon Receipt of both forms. A confirmation email will be sent when your shipment is officially scheduled, including a tracking number for your reference.

Signature to officially place this order and acceptance of terms: _____

Name printed:_____ date: _____

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Marshaling Yard Info:

American Veterinary Medical Association

IMPORTANT NOTICE

Viper Tradeshow Services has established a Marshaling Yard to ease congestion in the vicinity of Boston Convention and Exhibition Center and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 415 Summer Street Boston, MA 02210- South Parking Lot

A $27.25 per shipment fee will be added to your invoice for this marshaling service.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

• All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.

• All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.

• At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate loading dock area at Boston Convention and Exhibition Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Boston Convention and Exhibition Center, the number of booths on a truck, etc.

• After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the Viper Receiving Report. In the event of weight discrepancies or shipments received without a certified weight certificate, a 27.25 fee will be charged per shipment.

• All drivers are expected to adhere to Viper Tradeshows policies and procedures with respect to the loading and unloading of trailers.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact us at 847.426.3100

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Shipping Labels

Show Name: American Veterinary Medical Association
Show Code: **1507001**

Show City: Boston, MA
Show Facility: Boston Convention & Exhibition Center
Show Dates: July 10-15, 2015

For your convenience labels are provided below for advance warehouse delivery.
We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

Advance Warehouse Labels

Shipper Information

FROM:

Delivery Information

TO (Exhibitor Name):_____
Booth #:_____

AVMA 2015
Viper Tradeshow Services
c/o Forward Air
480 William F. McClellan Hwy.
East Boston, MA 02128

PIECES:_____ of _____

***Must be delivered NLT June 24th by 4:00 PM to avoid late charges.**

****Certified weight tickets are required for all shipments.**

Shipper Information

FROM:

Delivery Information

TO (Exhibitor Name):_____
Booth #:_____

AVMA 2015
Viper Tradeshow Services
c/o Forward Air
480 William F. McClellan Hwy.
East Boston, MA 02128

PIECES:_____ of _____

***Must be delivered NLT June 24th by 4:00 PM to avoid late charges.**

****Certified weight tickets are required for all shipments.**

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Shipping Labels

Show Name: American Veterinary Medical Association
Show Code: **1507001**

Show City: Boston, MA
Show Facility: Boston Convention & Exhibition Center
Show Dates: July 10-15, 2015

For your convenience labels are provided below for showsite delivery.
We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

Showsite Labels

Shipper Information

FROM:

Delivery Information

TO (Exhibitor Name):_____
Booth #:_____

AVMA 2015
Boston Convention Center - Hall A
c/o Viper Tradeshow Services
415 Summer St.
Boston, MA 02210

PIECES:_____ of _____

***Must be delivered on July 9th and 10th only.**

****Certified weight tickets are required for all shipments.**

Shipper Information

FROM:

Delivery Information

TO (Exhibitor Name):_____
Booth #:_____

AVMA 2015
Boston Convention Center - Hall A
c/o Viper Tradeshow Services
415 Summer St.
Boston, MA 02210

PIECES:_____ of _____

***Must be delivered on July 9th and 10th only.**

****Certified weight tickets are required for all shipments.**

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Material Handling Order Form

American Veterinary Medical Association- DISCOUNT DEADLINE: 6/17/15

Advance Warehouse

American Veterinary Medical Association
Viper Tradeshow Services
c/o Forward Air
480 William F. McClellan Hwy.
East Boston, MA 02128

Showsite

American Veterinary Medical Association
Boston Convention Center- Hall A
c/o Viper Tradeshow Services
415 Summer Street
Boston, MA 02210

Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up. A 200 pound minimum applies to every shipment, whether received at the Advance Warehouse or Show Site.

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____Pounds
Pounds Divided by 100: _____Your CWT **(No Less than 2)**

Advance Warehouse Deliveries

AW: Crated/Skidded via common carrier **ST**	CWT x **$129.00**	= $_____	Sub Total (No less than **$258.00**)
AW: Crated/Skidded via common carrier **OT** (in OR out)	CWT x **$169.00**	= $_____	Sub Total (No less than **$338.00**)
AW: Crated/Skidded via common carrier **OT** (in AND out)	CWT x **$189.00**	= $_____	Sub Total (No less than **$378.00**)

Showsite Deliveries

SS: Crated/Skidded via common carrier **ST**	CWT x **$119.00**	= $_____	Sub Total (No less than **$238.00**)
SS: Crated/Skidded via common carrier **OT** (in OR out)	CWT x **$159.00**	= $_____	Sub Total (No less than **$318.00**)
SS: Crated/Skidded via common carrier **OT** (in AND out)	CWT x **$179.00**	= $_____	Sub Total (No less than **$358.00**)

Required Applicable Special Charges

(Fee applies to each category above)

ADD 30% for Small Package Carrier (SPC) if you are using **FedEx, UPS, DHL, Airborne, etc.** $_____ (only if utilizing SPC carriers or special)

ADD 30% for shipments that are loose, uncrated, requiring special handling $_____ (only if loose, uncrated, or special handling)

ADD 30% for shipments received and/or loaded out off target $_____ (only if Off Target)

ADD 30% for shipments received late $_____ (only if received between **JUNE 25- JULY 3, 2015**)

Add Sub Total with any Special Charges for the Estimated Total Material Handling: $_____ESTIMATED TOTAL

Exhibitor:_____ **Booth #:**_____

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Floral/Plant Info For:

American Veterinary Medical Association- DISCOUNT DEADLINE: 6/17/15

Floral

Fresh Floral Arrangements

Small Floral Arrangement:_____ $90.00 Discount / $120.60 Standard
Medium Floral Arrangement:_____ $126.00 Discount / $156.60 Standard
Large Floral Arrangement:_____ $162.00 Discount / $198.00 Standard

Live Green Plants

2 Foot Green Plant:_____ $55.20 Discount / $69.60 Standard
3 Foot Green Plant:_____ $69.60 Discount / $82.80 Standard
4 Foot Green Plant:_____ $82.80 Discount / $98.40 Standard
5 Foot Green Plant:_____ $98.40 Discount / $112.80 Standard
6 Foot Green Plant:_____ $112.80 Discount / $127.20 Standard

For plants or floral not listed please call 888.458.9760

TOTAL ALL ITEMS ORDERED: **$_____**

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Display Labor (I&D) Info For:

American Veterinary Medical Association- DISCOUNT DEADLINE: 6/17/15

Display Labor Hourly Rates

Monday - Friday 8:00 am - 4:30 pm:	_____ **$120.00**	per person, per hour
Monday - Friday before 8:00 am & after 4:30 pm:	_____ **$170.00**	per person, per hour
Any time Saturday, Sunday & Holidays:	_____ **$240.00**	per person, per hour

Add 50% to above rates for labor ordered at show site.

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below.

Viper Tradeshow Services Supervised Labor: Exhibits are set up prior to exhibitor's arrival under the direction of Viper Tradeshow Services I & D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please provide complete booth plans, schematics, instructions and photos (if possible) for this service.

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Service Center to pick up labor. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor. Start time guaranteed only where labor is requested for the start of the working day (8:00 am) unless the official set time begins later in the day.

Please provide supervisor's name and cell number:_____

Installation Calculation & Order

1) Day/Time of Set Up:_____	_____	Enter hourly rate as outlined above.
2) Number of Laborers:	_____	X number of people
3) Number of Hours:	_____	X number of hours
4) Total Amount of Hours_____x _____(Rate)	**$_____**	
5) Check here if Exhibitor Supervised:	_____	MUST be marked or move to next step
6) Viper Tradeshow Service Supervised Surcharge:	_____	35% of sub-total above
7) Total Installation Charges	**$_____**	**Sub-total plus surcharge (4+6)**

Dismantle Calculation & Order

1) Day/Time of Set Up:_____	_____	Enter hourly rate as outlined above.
2) Number of Laborers:	_____	X number of people
3) Number of Hours:	_____	X number of hours
4) Total Amount of Hours_____x _____(Rate)	**$_____**	
5) Check here if Exhibitor Supervised:	_____	MUST be marked or move to next step
6) Viper Tradeshow Service Supervised Surcharge:	_____	35% of sub-total above
7) Total Installation Charges	**$_____**	**Sub-total plus surcharge (4+6)**

Total of All Items Ordered: **$_____**

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value.
Please call 888-458-9760 for special requests or items you do not find on this form.

Exhibitor:_____Booth #:_____

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Forklift with Operator Info For:

American Veterinary Medical Association

Exhibiting Company Name:_____Booth Number:_____

To determine if you need in-booth forklift and labor, please read this form carefully:

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display laborers, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a one (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check in at the service desk to pick up labor.

Important Information

All exhibitors requesting labor must go to the Viper Service Desk to confirm labor requests. All labor and equipment requests should be confirmed prior to the first day of move-in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Viper Tradeshow Services reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work an exhibitor representative must return to the Viper Service Desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY VIPER TRADESHOW SERVICES. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

Forklift and Labor Rates

If an individual laborer has worked for 8 straight hours between 8:00 a.m. & 4:30 p.m., Monday through Friday (excluding holidays), the OT rate will apply during the hours of 4:30 p.m. through 8:30 p.m. on that same day for that laborer. TEAM of 3 is required. Forklift fee included
ADD 50% to rates listed below for In Booth Forklift ordered on showsite.

	Advance:	***Regular Labor Rates:***
Straight Time: Monday-Friday 8:00AM - 4:30PM	$330.00, Per Hour	$413.00, Per Hour
Over Time: Monday-Friday 4:30PM - 6:30PM	$462.00, Per Hour	$578.00, Per Hour
Double Time: All other times, Saturday, Sunday & Holidays	$593.00, Per Hour	$741.00, Per Hour

Installation Request

Schedule Date(s):_____

Start Time:_____

End Time:_____

Type of Forklift:_____

Quantity of Forklifts:_____

****Estimated Cost:**_____

Dismantle Request

Schedule Date(s):_____

Start Time:_____

End Time:_____

Type of Forklift:_____

Quantity of Forklifts:_____

****Estimated Cost:**_____

Notice

Cancellation of any portion of the forklift with operator order within 48 hours of start will be charged one hour minimum per forklift & operator at the applicable hourly rate.

***Please estimate the number of forklifts and workers needed for installation and dismantle. Invoice will be calculated according to actual hours worked.*

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Equipment/Lift Order Form For:

American Veterinary Medical Association - DISCOUNT DEADLINE: 6/17/15

Exhibitor:_____Booth #:_____

Showsite Contact:_____email Address:_____

Contact Phone #:_____Date/Time of Arrival:_____

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper.

All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Equipment w/Operator	Discount	Regular	Show Site
High Lift, ST	$ 763.00	$ 954.00	$ 1,430.00
High Lift, OT	$ 954.00	$ 1,190.00	$ 1,790.00
High Lift, DT	$ 1,140.00	$ 1,430.00	$ 2,150.00
Scissor Lift, ST	$ 397.50	$ 476.75	$ 557.75
Scissor Lift, DT	$ 597.25	$ 715.00	$ 836.75
Scissor Lift, OT	$ 795.25	$ 953.25	$ 1,115.25
Equipment Only per Hour	**Discount**	**Regular**	**Show Site**
Genie Lift, Hand Crank, ST	$ 165.00	$ 194.70	$ 229.75
Genie Lift, Hand Crank, OT	$ 247.50	$ 292.05	$ 344.62
Genie Lift, Hand Crank, DT	$ 330.00	$ 389.40	$ 459.50

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday.
Double Time: All day Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **Viper Supervised (OK to Proceed)**
A 25% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling.*
- Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by Viper provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Include engineer-stamped assembly and instructions with the order. accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

INSTALLATION INFORMATION: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF LIFT W/ CREW	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	6.25% TAX	=	GRAND TOTAL
	AM PM	AM PM															$
	AM PM	AM PM															$

I agree in placing this order that I have accepted Viper Payment Policy and Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

A.	Total Labor Ordered	$
B.	25% ($50.00 min) Viper Supervision	$
C.	Payment Enclosed	$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Electrical Info|Order Form:

American Veterinary Medical Association - DISCOUNT DEADLINE 6/17/15

Exhibitor:_____Booth #:_____

Showsite Contact:_____email Address:_____

Contact Phone #:_____Date/Time of Arrival:_____

The MCCA is the exclusive provider for electrical power. Please refer to the MCCA Exhibitor Ordering Guide to order electrical power for your exhibit booth. Exhibitors are responsible for distributing power within their booth space once the MCCA has placed the power source. This work can be performed by an electrician who is a full-time employee of the exhibiting company, or by ordering labor from Viper Tradeshow Services, or a third-party I&D company. Viper labor must be used to distribute Viper owned extension cords. To order Viper labor, complete this form, the Installation and Dismantle Order Form, along with the Booth Layout Form to indicate placement.

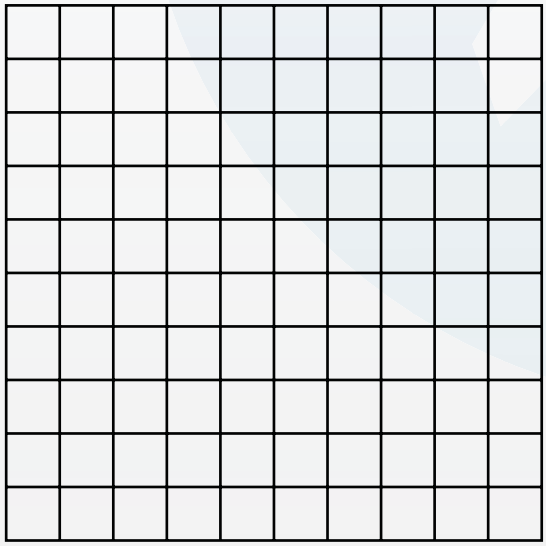
Extension Cords	Discount Price	Floor Price
☐2000 Watt Euro Converter	$ 110.00	$ 165.00
☐Extension Cord, 14/3 120V, 15'	$ 29.00	$ 43.50
☐Extension Cord, 14/3 120V, 25'	$ 37.00	$ 55.50
☐Extension Cord, 14/3 120V, 50'	$ 61.00	$ 91.50
☐Extension Cord, 14/3 120V, 75'	$ 81.00	$ 122.00
☐Extension Cord, 14/3 120V,100'	$ 101.00	$ 152.00
☐Plug Strip, 120 Volt	$ 33.25	$ 50.00

Tape	Dicsount Price	Floor Price
☐Tape, Carpet, Roll	$ 29.00	$ 43.50
☐Tape, Clear, Roll	$ 28.25	$ 42.50
☐Tape, Electrical, Roll	$ 10.20	$ 15.30
☐Tape, Hazard-Warning	$ 34.00	$ 51.00
☐UK/EU/AU to US Adapter	$ 10.50	$ 14.18

LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular
Electrical, ST	$120.00	$156.00
Electrical, OT	$168.00	$218.40

Indicate Adjacent Booth/Aisle Number:_____



Indicate Adjacent Booth/Aisle Number:_____

FRONT OF BOOTH (Indicate adjacent booth or aisle number:_____)

*This form must be returned to Viper Tradeshow Services for your order to be processed.

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.
TO DETERMINE IF YOU NEED ELECTRICAL LABOR. PLEASE READ THIS FORM CAREFULLY.

• Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus

• All outlets over 30 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

☐ **Viper Supervised (OK TO PROCEED)**
☐ **Exhibitor Supervised (DO NOT PROCEED)**
Exhibitor will supervise.
• You must schedule date & time below as well as # of electricians and estimated hours.
• Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by Viper provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
• Labor cannot be scheduled prior to assigned target date.

Is there more than one (1) main drop location?
☐ Yes ☐ No
Please complete grid on this page, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Exhibitor is responsible for providing surge protectors for their Goods. Viper is not responsible for loss or damage resulting from power surges. Furthermore, Vipers' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X TOTAL # OF ELECTRICIAN	X LABOR RATE	= TOTAL	X 3% PSP	= GRAND TOTAL
	AM PM	AM PM						$
	AM PM	AM PM						$
	AM PM	AM PM						$
	AM PM	AM PM						$

I agree in placing this order that I have accepted Viper payment Policy and Viper Terms & Conditions of Contract. Authorized Signature - Please Sign:	A. Total Labor Ordered	$
	B. Payment Enclosed	$

X _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Exhibitor Appointed Contractors (EAC) Guidelines

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

Viper Tradeshow Services, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Services Contracted are appointed to: insure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are: the exhibitor may provide supervision, exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.

2. Exhibitor shall provide evidence that the EAC has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage and Workers' Compensation naming Viper Tradeshow Services as additionally insured, to show management and Viper Tradeshow Services at least 10 days before the show opening.

3. Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.

4. The EAC must have all business licenses, permit and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

5. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear at all times necessary, identification badges as determined by Show Management.

6. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.

7. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.

8. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.

9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all of its activities with Viper Tradeshow Services.

10. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

I have read the Exhibitor Appointed Contractors section of this manual and understand the terms and conditions. I understand that all the contractors listed above must be approved by Viper Tradeshow Services. I understand it is my responsibility to see that each representative from any EAC for my company abides by the rules and regulations of the event. I also understand that any EAC listed above that is not approved Viper Tradeshow Services will not be permitted on the floor.

Name: _____ **Company:** _____ **Signature:** _____ **Date:** _____

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Use of an EAC Notification

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

Please be sure to read the Official Service & Exhibitor Appointed (EAC) Contractors Guidelines. Exhibitors who plan to have an EAC unpack, install, assemble, dismantle and pack displays, equipment or materials must provide this form to Viper Tradeshow Services no later than 14 days before the start of move-in and see that their EAC adheres to the guidelines outlined on the previous page.

Notification of EAC: To be received no later than 14 days in advance.

For Exhibitor (Company Name): _____

Show Name/Booth Number: American Veterinary Medical Association

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact *(if different than above):* _____

Cell Phone: _____

EAC Instructions

1) Refer to the Official Service & Exhibitor Appointed Contractors Guidelines and the Method of Payment Third Party Authorization for forms in this kit for additional requirements.
   Before submitting service order forms (including this one). Preferably before the early registration deadline.

2) Provide Viper Tradeshow Services of the names of all exhibiting companies for whom they have orders on.
   To be received no later than 10 days before move-in.

3) Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor.
   Upon Arrival at Show Site.

Viper Tradeshow Services reserves the right to refuse any Non-Official Service Contractor (EAC) access to the show floor if any of the above conditions are not met. If there is a problem providing the necessary information within the deadlines, Viper Tradeshow Services must be contacted in advance of the deadline.

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Move-Out Information For:
American Veterinary Medical Association

This information will also be distributed before the start of the last day of show hours, however, we highly recommend reading these instructions carefully in order to know what to expect and plan in advance. Please share this information with your show site staff in advance of the show along with any arrangements for shipping you may make.

Monday, July 13th @ 5:00 PM	Exhibit Hall Officially Closes
Monday, July 13th by 8:00 PM	Stored empty crates and containers returned.
Monday, July 13th @ 9:00 PM	Labor Force: all exhibitors should have started dismantle by this time. Exhibitors must check in at the Viper Service Desk to sign out labor hired.
Tuesday, July 14th @ 10:00 AM	Freight Force: deadline for carriers to check in. *MUST CHECK IN AT FREIGHT DESK!

All outbound shipments loading onto a contracted carrier or personally owned vehicle require a Viper Tradeshow Services Bill of Lading (BOL). Please follow these instructions:

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas; making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to come by **10:00 AM** *.

   We suggest telling them **9:00 AM** , giving them room to fail without failing you! Here's the address for your convenience:

   Boston Convention Center- Hall A 415 Summer Street Boston, MA 02210
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Freight Desk to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry, so we highly suggest exhibitor's using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy, and give the driver a copy! Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check-in by the **10:00 AM** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of $2.25/pound for shipments 1000 lbs. or more, $2.75/pound for shipments 999 pounds or less; with a $525.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

Viper is the Official Carrier for the show. If you would like Viper to be your carrier, simply complete and fax the attached form to the office. Your BOL and labels will be delivered to your booth prior to the last day's exhibit hours.

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **4:00 PM- 7/13** (1 hour before closing), and we'll write up your Bill of Lading (BOL) and labels and deliver them to your booth. Once you are packed, sign the BOL, turn it into us, you'll get a copy, we'll get a copy, and the driver will get a copy! No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

ANY QUESTIONS PLEASE CONTACT YOUR SHOW COORDINATOR, OR COME TO THE VIPER SERVICE DESK. WE'RE HAPPY TO ASSIST YOU AND HELP YOUR MOVE-OUT GO AS SMOOTHLY AS POSSIBLE. Stephanie Kordecki (skordecki@vipertradeshow.com)

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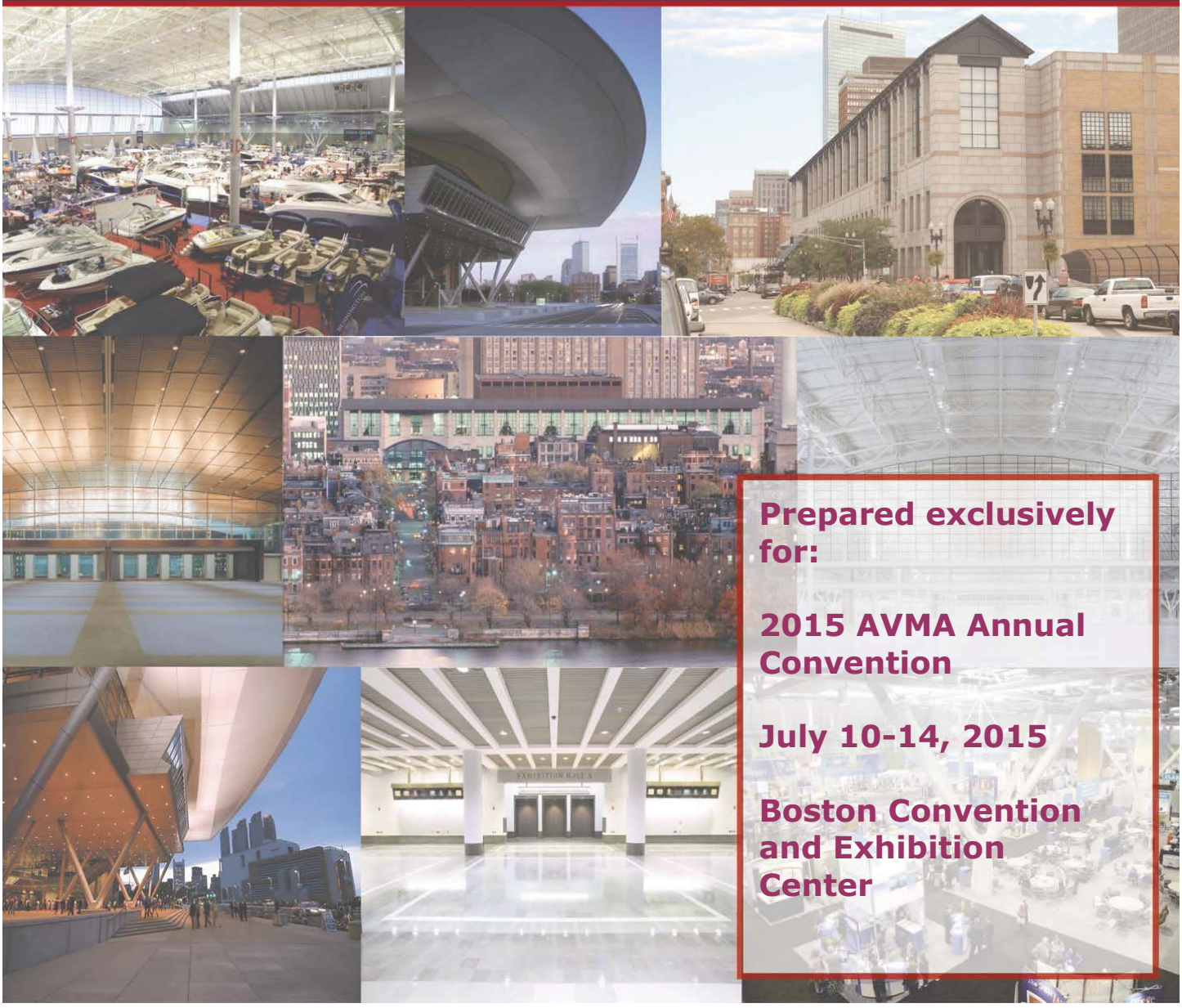
MCCA

Massachusetts Convention Center Authority

EXHIBITOR ORDERING GUIDE



Prepared exclusively for:

2015 AVMA Annual Convention

July 10-14, 2015

Boston Convention and Exhibition Center

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Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston! We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **exhibitorservices@massconvention.com,** and we will be happy to assist you!

General Information

Ordering Policies & Procedures

Pricing - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

Ordering - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.massconvention.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments - Payment for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

Standard Connections (120 volt power)	Discount	Standard
500 Watt Box	**$111.00**	**$139.00**
One 5 amp circuit and one receptacle or plug point		
1000 Watt Box	**$146.00**	**$183.00**
One 10 amp circuit and two receptacles or plug points		
2000 Watt Box	**$182.00**	**$227.00**
One 20 amp circuit and a minimum of three receptacles or plug points		
4000 Watt Box	**$211.00**	**$263.00**
Two 20 amp circuits with a minimum of three receptacles or plug points		

Special Connections (208 volt & 480 volt power)	Discount	Standard
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 Amp service and higher, please contact MCCA Exhibitor Services for availability.		
208V Single Phase 30 Amp (Nema L21-30P)	**$318.00**	**$397.00**
208V Single Phase 60 Amp	**$606.00**	**$757.00**
208V Single Phase 100 Amp	**$930.00**	**$1,163.00**
208V Three Phase 30 Amp (Nema L21-30P)	**$576.00**	**$720.00**
208V Three Phase 60 Amp	**$870.00**	**$1,087.00**
208V Three Phase 100 Amp	**$1,380.00**	**$1,724.00**
208V Three Phase 200 Amp	**$2,632.00**	**$3,289.00**
208V Three Phase 400 Amp	**$4,648.00**	**$5,809.00**
480V Three Phase 30 Amp	**$877.00**	**$1,096.00**
480V Three Phase 60 Amp	**$1,521.00**	**$1,901.00**
480V Three Phase 100 Amp	**$2,808.00**	**$3,510.00**
480V Three Phase 200 Amp	**$5,581.00**	**$6,976.00**

Additional Electrical Services & Equipment	Discount	Standard
30’ Round Extension Cords	**$32.00**	**$40.00**
30’ round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.		
24 Hour Power	**Add 50% to initial connection rate**	
If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.		

Overhead Power .....Add 100% to initial connection rate
Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC. Please contact the MCCA Exhibitor Services team for availability.

Installation & Distribution - Electrical

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
    - Hire labor from the General Service Contractor;
    - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
    - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

Terms & Conditions - Electrical

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$70.00**
    - All other times, including holidays **$105.00**
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

Frequently Asked Questions – Electrical

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?
If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?
Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?
When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop……250-550 watts
Standard Desktop PC……400-700 watts
Standard Plasma TV…….300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?
The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?
208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

Cleaning Services (Per sq ft. per day)	Discount	Standard
Initial Vacuum or Mopping	**$0.28**	**$0.35**
Service includes one-time vacuum or mop prior to the first event or show day		
Daily Vacuum or Mopping	**$0.20**	**$0.25**
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.		
Daily Vacuum or Mopping + Porter Service	**$0.44**	**$0.55**
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.		
Shampoo Service	**$0.39**	**$0.48**
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.		

Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

Frequently Asked Questions – Cleaning

Will my booth be automatically vacuumed or mopped prior to the first show day?
Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?
No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

Why is the rate on your website different from the rate listed above?
The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

If I order cleaning service, when can I expect my carpet to be cleaned?
If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

Standard Telephone Services	Discount	Standard

Single-Line Service (Analog) .....$287.00 ..... $358.00
Service includes one phone number and a complimentary simple handset. Line usage included.

Multi-Line Service (Digital) .....$417.00 .....$521.00
Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.

Speaker Phone Service (Analog) .....$320.00 .....$400.00
Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.

Polycom Speaker Phone Service (Analog).....$371.00 .....$464.00
Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.

Fax Machine Phone Service (Analog).....$422.00 .....$528.00
Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage included.

Additional Telephone Services & Equipment	Discount	Standard

Call Waiting (per phone line) .....$50.00 .....$62.50
Allows user to know when another call is coming in.

Voice Mail (per phone line) .....$50.00 .....$62.50
Allows user to setup a custom greeting and receive messages from incoming callers.

ISDN/BRI Service.....$300.00 .....$375.00
ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.

Polycom Videoconference Rental w/IP Connect Service .....$1,100.00 .....$1,600.00
This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.

Polycom Videoconference Rental w/ISDN .....$2,000.00 .....$2,500.00
This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

Installation & Connections - Telephone

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions - Telephone

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$80.00**
    - All other times, including holidays **$120.00**

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?
Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?
Yes. Please preprogram your machine to dial "9" before your credit card company's number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?
Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through MCCA Exhibitor Services.
How can I place international calls on my phone line?If you wish to place international calls on your phone line, please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

Internet & Technical Services

The MCCA offers a wide variety of Internet and technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

Automatic Configuration **Discount** **Standard**

Automatically configured lines are designed to "plug & play."

200 Kbs Shared Service.....$815.00 .....$1,019.00

This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.

Manual Configuration **Discount** **Standard**

Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.

300 Kbs Managed Service.....$1,175.00 .....$1,468.75

The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.

500 Kbs Managed Service.....$1,875.00 .....$2,344.00

The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.

750 Kbs Managed Service .....$2,500.00 .....$3,125.00

The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.

1.54 Mbps Managed Service .....$4,100.00 .....$5,125.00

The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.

3 Mbps Managed Service…….....$6,720.00……..$8,400.00

The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. **Public IP addresses are available upon request.**

5 Mbps Managed Service.....$10,000.00 .....$12,500.00

The 5 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. **Public IP addresses are available upon request.**

Additional Internet Services & Equipment	Discount	Standard

Additional Public IP Address ..... **$148.00** **$185.25**
This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.

Copper Patch / Booth to Booth Connection ..... **$336.00** **$420.00**
Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video.

Fiber Patch / Booth to Booth Connection ..... **$470.00** **$587.50**
Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.

Extend Outside T1 or T3 Service ..... **$1,000.00** **$1,200.00**
With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.).

Switch - 8 Port ..... **$104.00** **$130.00**
This switch can connect up to 8 computers or devices together, giving all access to the internet service ordered.

Switch - 24 Port ..... **$156.00** **$195.00**
This switch can connect up to 24 computers or devices together, giving all access to the internet service ordered.

25' CAT 5e Cable ..... **$45.00** **$56.00**
50' CAT 5e Cable ..... **$61.00** **$76.75**
100' CAT 5e Cable ..... **$96.00** **$120.00**

Technical Services	Discount	Standard

Cable TV Service ..... **$245.00** **$306.50**
Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.

CATV Tuner Rental ..... **$56.00** **$70.00**
For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

CATV Tap Box Rental ..... **$200.00** **$250.00**
A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

Broadcast Video Service via TV-1 .....$2,000.00 .....$2,500.00
TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

Installation & Connection – Internet & Technical

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
    - Hire labor from the General Service Contractor or ;
    - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions – Internet & Technical

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Tech Rep Monday-Friday 8am-4pm (except holidays) **$100.00**
    - Tech Rep All other times, including holidays **$150.00**
    - Network Engineer Monday-Friday 8am-4pm (except holidays) **$130.00**
    - Network Engineer All other times, including holidays **$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.

- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- **MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

Frequently Asked Questions – Internet & Technical

Do you have wireless internet?
The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC or Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?
The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?
Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?
Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few "real" internet routable addresses.

What is a VLAN?
A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?
When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk.

Hanging Sign Assembly Labor

American Veterinary Medical Association - DISCOUNT DEADLINE: 6/17/15

Exhibitor:_____Booth #:_____

Showsite Contact:_____email Address:_____

Contact Phone #:_____Date/Time of Arrival:_____

You have the option of using your Exhibitor Appointed Contractor or Viper Labor to assemble your hanging sign. Please use this form if you would like Viper to assemble your sign. **Please note, JCalpro is responsible for the actual rigging of any/all hanging signs at the MCCA.**

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees.
All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Rigging, Hanging Sign, ST	$ 120.00	$ 156.00	$ 156.00
Rigging, Hanging Sign, OT	$ 168.00	$ 218.40	$ 218.40
Rigging, Hanging Sign, DT	$ 240.00	$ 312.00	$ 312.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday.
Double Time: All day Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **Viper Supervised (OK to Proceed)**
A 30% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling.*
- Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by Viper provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Type of Sign (Select one sign type per order)
☐ Banner ☐ Structural Signage ☐ Systems

Shape of Sign (Select one sign type per order)
☐ Square ☐ Rectangle ☐ Triangle
☐ Circle ☐ Other _____

Dimensions & Weight of Sign
Width_____ Length_____ Height_____ Weight_____lbs
#_____ Structural Pick Points: # of Pounds _____ at each point

Include engineer-stamped assembly and hanging instructions with the order. Viper accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF LIFT W/ CREW	X	LABOR RATE	=	TOTAL	X	3% PSP	=	GRAND TOTAL
	AM PM	AM PM											$
	AM PM	AM PM											$

I agree in placing this order that I have accepted Viper Payment Policy and Viper Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X | AUTHORIZED NAME - PLEASE PRINT | DATE

A.	Total Labor Ordered	$
B.	30% ($50.00) Viper Supervision	$
C.	Payment Enclosed	$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services
Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

Package Rigging Solutions **Discount** **Standard**
The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

Basic Rigging Package .....$1,550.00 .....$1,684.00
This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.

Electrical Rigging Package .....$1,794.00 .....$1,988.00
This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

Team Labor Hour .....$244.00 .....$304.00
Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.

Custom Rigging & Lighting Solutions
The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.
Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote. Please contact JCALPRO at 1-617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

Custom Rigging Solutions	Discount	Standard

Truss
A truss is an aluminum structure used to create a lower "ceiling" to hang lighting or other suspended items. It is available in 5', 8', or 10' sections which can be attached to create desired lengths or height.

Truss 5' Section – Silver 12"x12" Box ..... **$25.00** **$30.00**
Truss 8' Section – Silver 12"x12" Box ..... **$40.00** **$48.00**
Truss 10' Section – Silver 12"x12" Box ..... **$50.00** **$60.00**
Truss 5' Section – Black 12"x12" Box ..... **$35.00** **$42.00**
Truss 8' Section – Black 12"x12" Box ..... **$56.00** **$67.00**
Truss 10' Section – Black 12"x12" Box ..... **$70.00** **$84.00**
Truss 5' Section – Silver 20.5"x20.5" Box ..... **$45.00** **$54.00**
Truss 8' Section – Silver 20.5"x20.5" Box ..... **$72.00** **$86.00**
Truss 10' Section – Silver 20.5"x20.5" Box ..... **$90.00** **$108.00**

Corner Block
A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – Silver 12"x12" Box ..... **$50.00** **$60.00**
Corner Block – Black 12"x12" Box ..... **$65.00** **$78.00**
Corner Block – Silver 20.5"x20.5" Box ..... **$70.00** **$84.00**

Base Plate ..... **$35.00** **$42.00**
A base plate is used as a stand for ground supported truss or poles.

Rotator ..... **$150.00** **$180.00**
A rotator is a motor used to rotate a hanging sign.

Motor ..... **$150.00** **$180.00**
A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

Cheeseboro ..... **$6.00** **$7.00**
A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

Grapple ..... **$12.00** **$14.00**
A grapple is a connector that allows you to make a 90 degree connection between trusses.

Lighting Fixtures	Discount	Standard

A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

Source 4 Par (575 watt, 750 watt) .....$35.00 .....$42.00
This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

Source 4 Leko (575, 750 watt) .....$45.00 .....$54.00
This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.

Par 64 (1000 watt).....$30.00 .....$36.00
The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

Custom Lighting Solutions Discount Standard
Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

Small Lighting Kit (4-6 lights).....$185.00 .....$212.00
Medium Lighting Kit (7-11 lights).....$325.00 .....$390.00
Large Lighting Kit (12-15 lights) .....$450.00 .....$540.00
X-Large Lighting Kit (16-20 lights) .....$550.00 .....$660.00

Dimmer Racks & Lighting Controls Discount Standard
These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large "outlet" that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.
Electrical service is not included and must be ordered separately.

Dimmer Control 1.2 x 4.....$80.00 .....$96.00
Dimmer Control 2.4 x 12.....$150.00 .....$180.00
Dimmer Control 2.4 x 24.....$320.00 .....$384.00

Terms & Conditions - Rigging

- **Hynes Rigging:** JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.

- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

Hourly Labor Items	Mon-Sat 7am-12am (except holidays)	Sundays 7am-5pm and holidays	Sundays after 5pm, all days 12am-7am
Crew Chief	$95.00	$142.50	$190.00
Head Rigger	$95.00	$142.50	$190.00
Rigger	$82.00	$123.00	$164.00
Dept Head	$72.00	$108.00	$144.00
Stagehand	$67.00	$100.50	$134.00

Weekly Lift Rental Items	Rate
24'- 32' Scissor Lift	$600.00
40'- 45' Boom Lift	$950.00
60' Boom Lift	$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

Frequently Asked Questions – Rigging

How do I know if I qualify for the Basic Rigging Package Rate?
Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?
If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?
No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?
Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?
The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

Water and Drain Services — **Discount** — **Standard**

Water - Individual Connection.....$299.00 .....$374.00
Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute.

Additional Water Connections.....$175.00 .....$219.00
Exhibitors requiring more than an individual water connection should order each additional connection as needed.

Drain – Individual Connection.....$299.00 .....$374.00
The MCCA can provide waste drain connections up to ¾" line size.

Additional Drain Connections.....$160.00 .....$200.00
Exhibitors requiring more than an individual drain connection should order each additional connection as needed.

Fill and Drain 0-100 Gallons .....$150.00 .....$187.50
Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.

Each Additional 500 Gallons.....$104.00 .....$130.00

Sink Rentals — **Discount** — **Standard**

Cold Water Sink Rental.....$600.00 .....$750.00
Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.

Small Hot & Cold Water Sink Rental .....$800.00 .....$1,000.00
Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.

Large Hot & Cold Water Sink Rental.....$1,000.00 .....$1,250.00
Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.

Compressed Air and Gases **Discount** **Standard**

Compressed Air – Individual Connection ..... **$365.00** **$456.00**
Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

Additional Connection ..... **$188.00** **$235.00**
Exhibitors who require more than an individual connection should order additional connections as needed.

Other Compressed Gases
The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities.

20 Lbs Dry or Liquid CO_2 ..... **$154.00** **$184.50**
50 Lbs Dry or Liquid CO_2 ..... **$167.00** **$200.50**
Dry Nitrogen 300 ft^3 ..... **$206.00** **$247.75**

Installation & Connections - Plumbing

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions - Plumbing

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$70.00**
    - All other times, including holidays **$105.00**

Frequently Asked Questions – Plumbing

Do all water connections need a drain?
While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?
To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?
Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?
If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?
Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

Do you allow Exhibitors to bring Helium balloons into your buildings?
No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the "preferred" provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

Security Guard (Booth)	Discount	Standard
Per Hour per Officer	**$22.50**	**$27.00**

The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders must be placed at least 48 hours in advance of the requested service date.

Frequently Asked Questions – Security

When do you recommend ordering security for an exhibitor booth?
Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the exhibit hall?
The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

Appendix A – Service Order Forms

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services

Massachusetts Convention Center Authority

Exhibitor Order Form - Electrical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
500 Watt Box (5 amps)		$111.00	$139.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		$146.00	$183.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		$182.00	$227.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		$211.00	$263.00		+50% rate		+100% rate		+150% rate	

SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		$318.00	$397.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		$606.00	$757.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		$930.00	$1,163.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		$576.00	$720.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		$870.00	$1,087.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		$1,380.00	$1,724.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		$2,632.00	$3,289.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		$4,648.00	$5,809.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		$877.00	$1,096.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		$1,521.00	$1,901.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		$2,808.00	$3,510.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		$5,581.00	$6,976.00		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		$32.00	$40.00							

TOTAL DUE $ _____

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415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form - Cleaning Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

BASIC CLEANING SERVICES	**DISCOUNT RATE (PER SQ FT PER DAY)**	**STANDARD RATE (PER SQ FT PER DAY)**
1. INITIAL VACUUM OR MOPPING (Before first event day only)	$0.28	$0.35
2. DAILY VACUUM OR MOPPING (For all event days including the first day)	$0.20	$0.25
3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)	$0.44	$0.55

SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)	RATE PER SQ. FT.	# OF DAYS	TOTAL DUE
☐ 1 ☐ 2 ☐ 3	☐ Vacuum ☐ Mop	___	x ___	= _____	x ___	x ____	= $_____

SPECIAL CLEANING SERVICES				
SHAMPOO SERVICE (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET LENGTH WIDTH TOTAL SQ. FT. (90 MIN.)	**DISCOUNT RATE (PER SQ FT PER DAY)**	**STANDARD RATE (PER SQ FT PER DAY)**	**TOTAL DUE**
	___ x ___ = _____ x	$0.39	$0.48	

GRAND TOTAL DUE $_____

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BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form – Telephone, Internet & Technical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

TELEPHONE SERVICE				
STANDARD TELEPHONE SERVICES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Single Line Phone Service (Analog)		$287.00	$358.00	
Multi-Line Phone Service (Digital)		$417.00	$521.00	
Speaker Phone Service (Analog)		$320.00	$400.00	
Polycom Speaker Phone Service (Analog)		$371.00	$464.00	
Fax Machine Phone Service (Analog)		$422.00	$528.00	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Call Waiting (Per Phone Line)		$50.00	$62.50	
Voice Mail (Per Phone Line)		$50.00	$62.50	
ISDN/BRI Service		$300.00	$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		$1,100.00	$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		$2,000.00	$2,500.00	

INTERNET SERVICES				
WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		$815.00	$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
300 Kbs Managed Service (1 public IP address)		$1,175.00	$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		$1,875.00	$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		$2,500.00	$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		$4,100.00	$5,125.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$6,720.00	$8,400.00	
5 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$10,000.00	$12,500.00	
Wireless Internet access is available onsite but is not recommended for exhibitor displays.				

Continued on page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			$148.00	$185.25	
Copper Patch / Booth to Booth Connection			$336.00	$420.00	
Fiber Patch / Booth to Booth Connection			$470.00	$587.50	
Extend T1 or T3 Service			$1,000.00	$1,200.00	
Switch	8 port		$104.00	$130.00	
	24 port		$156.00	$195.00	
25' CAT 5e Cable			$45.00	$56.00	
50' CAT 5e Cable			$61.00	$76.75	
100' CAT 5e Cable			$96.00	$120.00	

TECHNICAL SERVICES				
TECHNICAL SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cable TV Service		$245.00	$306.50	
CATV Tuner Rental		$56.00	$70.00	
CATV Tap Box Rental		$200.00	250.00	
Broadcast Video Service via TV-1		$2,000.00	$2,500.00	
			TOTAL DUE: $_____	

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415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

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DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form - Rigging & Lighting Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

ITEM DESCRIPTION & INFORMATION			
**Description of Item (Sign, Banner, Truss, etc.):			
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

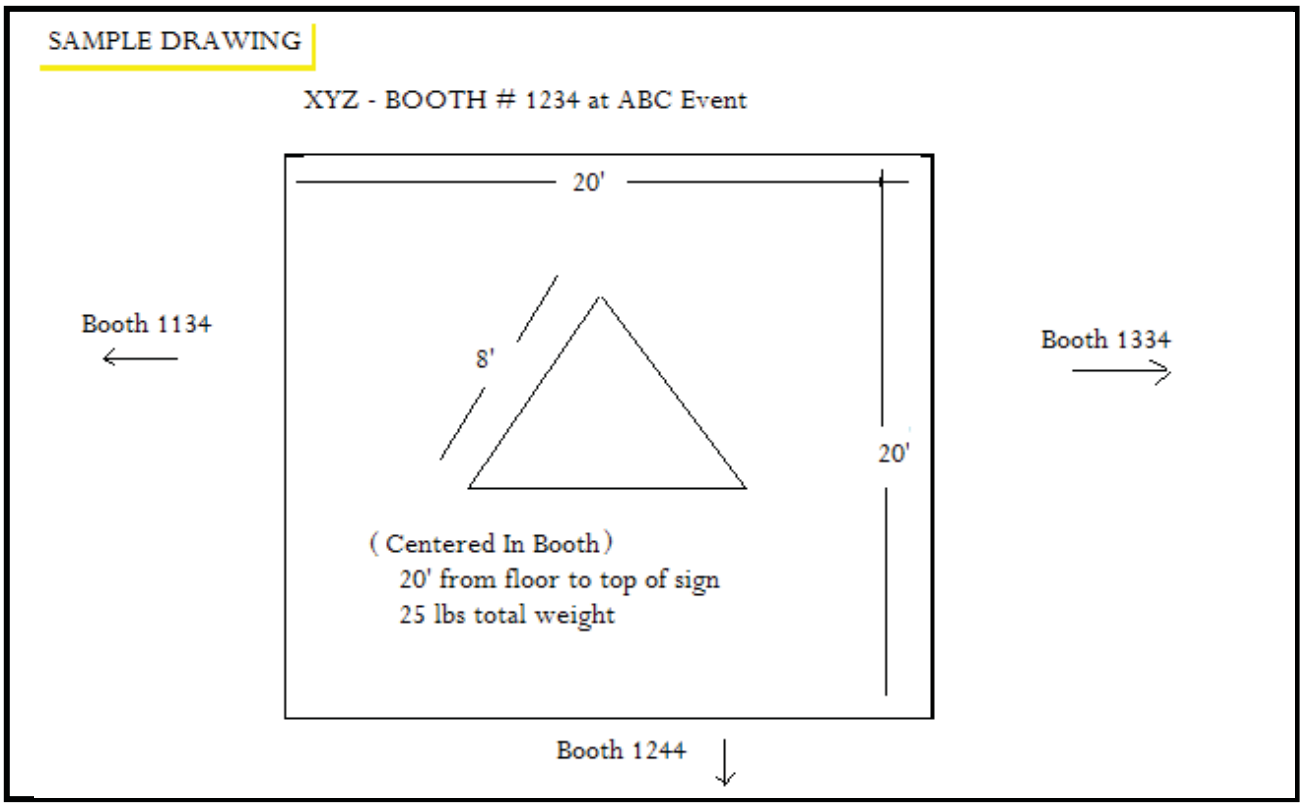
PACKAGE RIGGING SOLUTIONS				
SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Basic Rigging Package (Per Sign/Banner)		$1550.00	$1684.00	
Electrical Rigging Package (Per Sign/Banner)		$1794.00	$1988.00	
Team Labor Hour		$244.00	$304.00	

CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL *(REQUIRES QUOTE)*					
EQUIPMENT DESCRIPTION		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Silver 12” x 12” Box Truss	5’ Section		$25.00	$30.00	
	8’ Section		$40.00	$48.00	
	10’ Section		$50.00	$60.00	
Black 12” x 12” Box Truss	5’ Section		$35.00	$42.00	
	8’ Section		$56.00	$67.00	
	10’ Section		$70.00	$84.00	
Silver 20.5” x 20.5” Box Truss	5’ Section		$45.00	$54.00	
	8’ Section		$72.00	$86.00	
	10’ Section		$90.00	$108.00	
Corner Block	Silver 12” x 12” box		$50.00	$60.00	
	Black 12” x 12” box		$65.00	$78.00	
	Silver 20.5” x 20.5” box		$70.00	$84.00	
Base Plate			$35.00	$42.00	
Rotator			$150.00	$180.00	
Motor			$150.00	$180.00	
Cheeseboro			$6.00	$7.00	
Grapple			$12.00	$14.00	

Continued on page 2

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL *(REQUIRES QUOTE)*				
LIGHTING FIXTURES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Source 4 Par – (575 watt, 750 watt)		$35.00	$42.00	
Source 4 Leko - (575, 750 watt)		$45.00	$54.00	
Par 64 (1000 watt)		$30.00	$36.00	
LIGHTING KITS	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Small Lighting Kit		$185.00	$212.00	
Medium Lighting Kit		$325.00	$390.00	
Large Lighting Kit		$450.00	$540.00	
X-Large Lighting Kit		$550.00	$660.00	
DIMMER RACKS & LIGHTING CONTROLS	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Dimmer Control 1.2 x 4		$80.00	$96.00	
Dimmer Control 2.4 x 12		$150.00	$180.00	
Dimmer Control 2.4 x 24		$320.00	$384.00	
			TOTAL DUE: $ _____	

We require diagrams and booth layouts for all rigging and lighting orders. See sample below.



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617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

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Massachusetts Convention Center Authority

Exhibitor Order Form – Plumbing Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

WATER AND DRAIN SERVICES						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Water Approx 75 PSI Up to ¾" line	Individual Connection			$299.00	$374.00	
	Additional Connection			$175.00	$219.00	
Drain Up to ¾" line	Individual Connection			$299.00	$374.00	
	Additional Connection			$160.00	$200.00	
Fill & Drain	0-100 Gallons			$150.00	$187.50	
	Each additional 500 gallons			$104.00	$130.00	
SINK RENTALS						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Cold Water Sink Rental	Includes: sink, one water and one drain connection			$600.00	$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			$800.00	$1,000.00	
COMPRESSED AIR AND GASES						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Air Approx 110 PSI	Individual Connection			$365.00	$456.00	
	Additional Connection			$188.00	$235.00	
CO_2	20 lb Cylinder (Dry)			$154.00	$184.50	
	50 lb Cylinder (Dry)			$167.00	$200.50	
	20 lb Cylinder (Liquid)			$154.00	$184.50	
	50 lb Cylinder (Liquid)			$167.00	$200.50	
Nitrogen	300 ft^3 Tank (Dry)			$206.00	$247.75	
					TOTAL DUE: $ _____	

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To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form - Security Services

Effective July 1, 2014

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

ORDERS NEED TO BE PLACED 21 DAYS IN ADVANCE OF THE SHOW/EVENT OPENING IN ORDER TO GUARANTEE YOUR REQUESTED COVERAGE. ANY ORDERS RECEIVED AFTER THE 21 DAY CUT-OFF ARE SUBJECT TO APPROVAL AND ARE NOT GUARANTEED.

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				$22.50	$27.00	
				$22.50	$27.00	
				$22.50	$27.00	
				$22.50	$27.00	
				$22.50	$27.00	
				$22.50	$27.00	
				$22.50	$27.00	
				$22.50	$27.00	
				$22.50	$27.00	
				$22.50	$27.00	
				$22.50	$27.00	
			TOTAL MAN HOURS: _____		**TOTAL DUE: $ _____**	

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

CONVENTIONS C.A.R.E.

Community Assistance by Responsible Events

MCCA

Massachusetts Convention Center Authority

LEAVE IT BEHIND. MAKE A DIFFERENCE.

Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of non-profit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "**Product Donation Stations**" during the breakdown of your event. The bins are marked with the "**CONVENTIONS C.A.R.E.**" logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- office products
- building products
- medical supplies
- convention bags
- furniture
- clothing
- non-perishable food
- toiletries

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

FREEMAN GES NextShow JCALPRO Brede EXPOSITIONS RVICES

If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: exhibitorservices@massconvention.com or (617) 954-2230

EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS

MCCA
Massachusetts Convention Center Authority

Access Control and Credentialing

The following information applies to all Exhibitors traveling to the BCEC, unloading Exhibitor-related cargo, and parking at the BCEC:

Exhibitors accessing the BCEC must be processed by the BCEC Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the Exhibitor at all times while inside the facility. Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging.

Affixing to the Facility Structure

Licensee shall not allow exhibitors to:

- Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC is strictly prohibited.
- Exhibits shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
- Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
- Walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures are not to be painted or have permanent coverings applied.

Booth Set-Up and Dismantle

Exhibitors

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees.

Cabling

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

Caution Tape

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution', 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor or in limited quantities from MCCA Event Services.

Cooking Demonstrations

Exhibitors shall provide a Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats). Maximum travel distance shall not exceed 30 feet (9.15 meters) from the hazard to the extinguisher(s).

Exhibitors may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the BCEC is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. Due to safety concerns of exhibitors , exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb ABC fire extinguisher for your display when using butane.

Double-Decker Booths and/or with a Roof

All Double-Decker exhibits are subject to applicable state and city building codes and are subject to inspection by state/city officials and the MCCA. Maximum occupancy load for upper level(s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Automatic extinguishing systems are

required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facility's sprinkler system. A 10 lb. ABC fire extinguisher must be visible on every level of the exhibit. Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the Licensee. The City of Boston Fire Code prohibits the use of fabric attached to a ceiling or used to cover any portion of an exhibit.

Exclusive Services

The BCEC will be the exclusive provider of the following services: food & beverage, cleaning, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system and the supply of compressed airs and gases.

The MCCA is the 'preferred' provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

Exhibitor Product

Exhibitors are prohibited from offering or selling **any product(s)** to any employee, agent, contractor or subcontractor working at the BCEC.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; or
- Sold to an established business with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting from another event related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

ALL PERSONS, VEHICLES, BAGS, CONTAINERS, ETC. ARE SUBJECT TO SEARCH.

Fire Safety

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at MCCA facilities.

Fire Safety Equipment

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

Fire Safety Limitations

The following limitations apply to all exhibits located in the exhibition halls in the BCEC:

1. The following items are fire-hazards and are prohibited for use in the BCEC:
   - Compressed flammable gases. (Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the BCEC is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. Due to safety concerns of exhibitors, exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb

ABC fire extinguisher for your display when using butane.)
- Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs, charcoal and similar materials
- Untreated mulch and Spanish moss or similar vegetation
- Untreated hay or straw

2. The following shall be protected by automatic fire extinguishing systems:
   - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
   - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
   - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level.

3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters .The Boston Fire Department prohibits the use of fabric as a display ceiling or covering.

4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters)

5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.

6. Open flame devices may be permitted when they are a necessary part of the exhibit with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20 lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.

8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped ; vehicles shall not be moved during exhibit hours. Fueling or defueling of vehicles is prohibited. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.

9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.

10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to

have a 10 lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps, exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.

11. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.

12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plane relative to the exhibit hall floor.

13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

14. Exhibitors shall move, remove, or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

Flame-Retardant Treated Materials

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.

2. Combustible materials, ⅜ inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.

4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.

5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.

6. The City of Boston Fire Code prohibits the use of:
   - fabric attached to a ceiling or used to cover any portion of an exhibit.
   - carpet on ceilings, walls, seating products, or as decorative material.

Lasers

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health http://www.mass.gov/eohhs/consumer/community-health/environmental-health/exposure-topics/radiation/emf/.

Food & Beverage Samples

The BCEC prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the BCEC. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling, in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:
(1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product and

cannot participate in cash sales of said product during the show.
--OR--
(2) The party interested in distributing food and/or beverage items must pay a fee (to be determined by a Levy Restaurants Catering Sales Manager) in order to waive its right to exclusivity under the MCCA/BCEC License Agreement.

If a party brings unauthorized food and/or beverage items into the BCEC and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Sampling Authorization Form (Page E10) – This form outlines policies and procedures pertaining to F&B sampling at the BCEC. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

Temporary Food Service Permit Application – The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B served at the BCEC that is not sourced through Levy Restaurants. Permit fees begin at $30.00 for a one-day permit with $5.00 for each additional day of sampling (example: a 3-day permit costs $40.00). Please contact "your show's Exhibitor Service Manager" for additional information.

For more information on available Exhibitor Catering Services or further assistance, please contact:

Levy Restaurants , Catering & Sales Office,
617-954-2321

Glitter, Confetti, Popcorn, and Other Materials

The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the BCEC without prior approval from your Event Services Manager. If your request is approved, an additional cleaning cost may apply.

Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the BCEC for the removal of these items will be charged to the Licensee.

Gratuities Policy

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents, or suppliers, is not necessary and strictly prohibited and if you are approached or solicited by any MCCA or service contractor personnel please report this violation to the Chief of Public Safety at (617) 954-2222.

Guardrails and Stairs

Any platforms exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid material such that a sphere with a four (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost, is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

Hand-Carry Policy

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand

carry **one** item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the entrance of the facility; and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

Lights

Only Underwriters Laboratories (UL) approved clamp-on types of portable spotlights, are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

Material Handling

Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:

- Exhibit personnel performing the work **must** be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles **must** be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

Move-In Procedures

ALL Exhibitor move-in is restricted to the BCEC Loading Dock. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Event Guide.

Non-Credentialed Exhibitor Staff

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Southwest Loading Dock Public Safety Officer. Once positively identified, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Parking on Loading Dock Limited to 30 Minutes

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not properly display a valid loading dock parking pass subject themselves to towing at the vehicle owner/operator's risk and expense.

Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a positive means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

Public Safety Recommendations

The MCCA is not liable for nor does the MCCA carry any insurance on Exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.

4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

Smoking

The BCEC is a non-smoking facility. Smoking is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

Solicitations

No solicitations or collections in the BCEC, whether for charity or otherwise, shall be made, attempted, or allowed without the prior written consent of your Event Services Manager.

MCCA Services

The BCEC and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

The MCCA is the 'preferred' provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

For rates and additional information, exhibitors should contact our Exhibitor Services Department at (617) 954-2230 or visit our secure online ordering web site at www.massconvention.com.

ATMs

Guests will find ATMs on Level One in the North Lobby and the Wicked Good Market and on Level o East.

Audio/Visual Services

The BCEC offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The BCEC features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The BCEC has a clear line of sight to all satellites and dedicated truck parking spaces complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V Companies must bring in a stand-alone speaker system.

Booth Packages

Our services can NOT be resold or bundled as a package without prior written approval from the BCEC General Manager.

Business Center

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack and ship options, express and ground service, fax service with delivery on incoming messages and desktop/word processing.

Satellite Services

The BCEC has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact your Event Services Manager for more details and pricing.

Transportation

Public Transportation

We strongly encourage you to promote public transportation as an efficient transportation option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the BCEC. South Station, the premier regional transportation center, is a ten minute walk from the front door of the BCEC. Services available at South Station include the MBTA's Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

Additional information about public transportation in Boston can be found on the MBTA's website: http://www.mbta.com.

Information about water taxi service can be found at http://www.citywatertaxi.com.

Taxi Information

MCCA staff will coordinate with the individual taxi cab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. *Level One, North Entrance at 415 Summer Street is the required location for taxi cab drop-off and pick-up*. This taxi stand location will be separate from the other transportation operations for the event.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. The BCEC may create a temporary taxi pool on Northwest Level One. Curbside managers at the designated taxi stand will be in radio contact with monitors at the pool site to dispatch taxis when a steady flow of taxis is required, such as during an event break.

For a complete list of taxi companies and their contact information, please visit the BCEC transportation website.

Parking

The BCEC currently maintains 1,345 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking, or overnight parking at the BCEC. For larger events there are nearly 10,000 parking spaces at nearby parking facilities that could be used to create "blocks" of parking for BCEC events. The parking element of the Transportation Plan will describe the use of these parking resources. The Plan will seek to minimize displacement of parkers from existing facilities and parking-related impacts in the South Boston residential neighborhood.

ADA Parking

If valet service is available for the event, those attendees that are driving themselves can park with valet. Those wishing to park their own vehicles will be directed to park in the ADA area in the South Parking Lot, in the rear of the facility. From there, they can take a handicap-accessible sidewalk to Level Zero, where they can enter the BCEC through the Southeast lobby.

Valet Parking

The MCCA can provide valet parking services at the BCEC.

Parking Options and Directions

Motorists can find the BCEC by using the highway ramps from I-90 and I-93 that are conveniently located in the South Boston Waterfront area. South Boston Waterfront parking lots can also be easily accessed from these highways. Directions and appropriate temporary directional signs placed in the local street network will be provided to guide event attendees to off-site parking facilities that support a BCEC event. These signs will be placed at the direction and expense of the Licensee and will be designed to complement permanent directional signs that are in place to direct motorists to the BCEC. The Licensee will distribute directions to parking areas to event attendees with the purpose of keeping motorists on the highway system prior to entering the South Boston Waterfront.

LEVY RESTAURANTS HYNES AUTHORIZATION REQUEST
Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center (HYNES) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the HYNES. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies.

2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
    a. Non-Alcoholic Beverages limited to **maximum of 4 oz**. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
    b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (**2 oz. for beer/wine, 1.25 oz for liquor**) and can only be served by a licensed Levy Restaurants bartender.
    c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
    d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.

3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or HYNES services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from

Levy Restaurants, the HYNES and NAME Show Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. $150.00 for a Small Visi Cooler
2. $300.00 for a Large Double Visi Cooler
3. $25.00 per Drop Off and Per Pick-up for Steward
4. $150.00 per day minimum for dry or refrigerated storage
5. $6.00 per 5 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment. A Security Deposit of $250 per piece of equipment will also apply.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the HYNES from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a certificate of liability with coverage of $1,000,000 per occurrence and naming Levy Restaurants Corporation and the HYNES as additional insured.
Information must be received no later than close of business (5:00 PM EST) on DATE.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

SHOW NAME
DATE

Company Name_____Booth No. _____

Company Address_____

Contact Name_____ _____Telephone ( ) _____Ext_____

Email _____Onsite Contact_____ Cell _____

PLEASE SPECIFY: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

_____
_____
_____
_____

Agreed_____ Approved_____ Date_____
Exhibiting Firm Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY DATE TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Lauren Parker, Catering Sales Manager
415 Summer Street, Boston MA 02210
phone 617-954-2321 fax 617-954-2159
lparker@levyrestaurants.com

American Veterinary Medical Association
AVMA Annual Meeting
July 11-14, 2015
Boston Convention & Exhibit Center
Boston, Massachusetts

PSAV PRESENTATION SERVICES
Premier Global Events

Official Contractor Meeting Rooms

Questions? Call 800-966-4498 or email: exhibits@psav.com

MEETING ROOM PRICING ONLY
Submit your order via fax: 866.312.4404

CUSTOMER INFORMATION **SHOW ID# 150702**

Alternate Venue: _____ Meeting Room Name / No: _____

Company: _____ On-site Contact: _____

Address: _____ On-site Cell: _____

City: _____ State & Zip: _____ **Meeting Start** Date: _____ Time: _____ **Meeting End** Date: _____ Time: _____

Ordered By: _____ Fax: _____

Phone: _____ Email: _____

ALL PRICING IS PER DAY — Please call for items not listed on form.	Total Days	Qty	On or Before 7/1/15	On or After 7/2/15	Total
Meeting Room Packages			20% Discount Rate	Standard Rate	
Audience Response System (ARS) Package			*Please Call for Quote*		
Audio/Video Recording Package			*Please Call for Quote*		
LCD Monitors			20% Discount Rate	Standard Rate	
24" Flat Panel Video and Data Monitor (16:9) ☐ ***Floor Stand** ☐ ***Wall Mount** ☐ **Tabletop**			$ 175.00	$ 220.00	
32" Flat Panel Video and Data Monitor (16:9) ☐ *Floor Stand ☐ ***Wall Mount** ☐ **Tabletop**			$ 270.00	$ 340.00	
40" Flat Panel Video and Data Monitor (16:9) ☐ *Floor Stand ☐ ***Wall Mount** ☐ **Tabletop**			$ 370.00	$ 460.00	
46" Flat Panel Video and Data Monitor (16:9) ☐ *Floor Stand ☐ ***Wall Mount** ☐ **Tabletop**			$ 460.00	$ 575.00	
55" Flat Panel Video and Data Monitor (16:9) ☐ *Floor Stand ☐ ***Wall Mount** ☐ **Tabletop**			$ 595.00	$ 745.00	
Chrome Floor Stand (For PSAV 32" or larger monitors only) ☐ **Shelf** ☐ **No Shelf**			$ 85.00	$ 105.00	

IMPORTANT INFORMATION

Please let us know what source(s) will be used with the monitor(s) selected above, if providing your own:

PC Laptop(Qty) _____ ***(please select output below)*** **iPad or Mac(Qty)** _____ ***(please select output below)***

☐ **HDMI** ☐ **VGA** ☐ **Display Port** ☐ **Mini Display Port** ☐ **30pin** ☐ **Lightning** ☐ **Mini Display Port** ☐ **Thunderbolt**

DVD Playback Device_____;**(please select output below)** **Multiple sources** _____; **Other (please specify)**_____

☐ **HDMI** ☐ **VGA** ☐ **Component** ☐ **Composite**

Multi-Purpose Computers - Windows (17" LCD Monitor, Wired Mouse and Keyboard included with Desktop Computer)					
Desktop - i7 Quad Core 860, 2.80 GHz, Win7, 4G RAM, 1TB HD, DVD-RW, MS Office 2010			$ 290.00	$ 360.00	
Laptop - i5 Quad Core, 2.4 GHz, Win7, 2G RAM, 129G HD, DVD-RW, MS Office 2010			$ 250.00	$ 315.00	
Presentation Computer - Windows					
Laptop - Intel i7 Quad Core, 2.8Ghz, Win7, 4GB RAM, 440GB HD, DVD-RW,MS Office 2010			$ 265.00	$ 330.00	
Projectors & Screens					
3200 Lumens LCD Video & Data Projector			$ 370.00	$ 460.00	
5200 Lumens LCD Video & Data Projector			$ 690.00	$ 860.00	
Projection Support Package w/ Projector Stand, Tripod screen **(circle size below)**, VGA & power cables			$ 95.00	$ 120.00	
Tripod Projection Screen **Select size: 5' 6' 7' 8'**			$ 35.00	$ 45.00	
Fastfold Front Projection Screen 6' x 8' with dress kit			$ 100.00	$ 125.00	
Fastfold Front Projection Screen 7.5' x 10' with dress kit			$ 135.00	$ 170.00	
Miscellaneous					
Safelock Projector Stand			$ 20.00	$ 25.00	
54" Rolling Cart w/ Black Skirt			$ 30.00	$ 35.00	
Wireless Mouse / Slide Presenter			$ 60.00	$ 75.00	
Digital Speaker Timer			$ 50.00	$ 65.00	
Laser Pointer			$ 40.00	$ 50.00	
Flipchart, Easel, Pad and Markers			$ 35.00	$ 45.00	

PSAV reserves the right to modify this form at any time.

Page Total

Continue next page

American Veterinary Medical Association
AVMA Annual Meeting
July 11-14, 2015
Boston Convention & Exhibit Center
Boston, Massachusetts

PSAV PRESENTATION SERVICES
Premier Global Events

Official Contractor Meeting Rooms

SHOW ID# 150702

Company: _____ Meeting Room Name / No: _____

Audio & Video Accessories	Please Select One	Days	Qty	20% Discount Rate	Standard Rate	
						Total Page One
Wired Microphone	☐ Handheld ☐ Lav			$ 30.00	$ 35.00	
UHF Wireless Microphone	☐ Handheld ☐ Lav			$ 115.00	$ 145.00	
UHF Wireless Microphone - **Headset**				$ 205.00	$ 255.00	
Sound System with (2) speakers (2) stands (up to 50 people)				$ 160.00	$ 200.00	
Sound System with (2) speakers, (2) stands and 4ch mixer *(up to 100 people)*				$ 190.00	$ 240.00	
Custom Meeting Room Sound Package				***Please Call for Quote***		
4 Channel Audio Mixer				$ 35.00	$ 45.00	
PC Direct Input Box (for laptop audio)				$ 40.00	$ 50.00	
Blu-Ray DVD Player (Plays both standard DVD and Blu-Ray DVD)				$ 90.00	$ 110.00	
Distribution Amplifier (**DA**) (1x4) (***If needed Please Select One***)	☐ VGA ☐ DVI ☐ HDMI			$ 60.00	$ 75.00	
Operator & Technician Labor						
i.e. Audio Technician, Slide Projectionist, Video Engineer, PowerPoint Technician, etc.				***Please Call for Quote***		
Additional Equipment - ***Please call Exhibit Services at 800.966.4498 for specialty equipment and services not listed.***						

Terms & Conditions

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- Your card WILL be charged approximately 10 days prior to show start date.
- PSAV will **NOT** deliver equipment to an unattended room. An authorized representative must sign for all equipment.
- Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup. **($75 minimum charge.)**
- Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.
- Sales taxes are estimated and are due on all equipment and labor where applicable.
- The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

IMPORTANT: ***PSAV Cancellation Policy - All cancellations must be submitted in writing.***
Cancellations received by PSAV on or after: **7/3/2015** are subject to a charge of 50% of the order total. Cancellations received less than 24 hours prior to the day of scheduled delivery (including no shows) are subject to the full amount of the order.

Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax - 7550 form.

Damage Waiver If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.

LABOR NOTICE: **Labor pricing and guidelines are subject to local union jurisdictions in some locations/facilities. Union jurisdictions and work rules are subject to change at any time, without notice. Please contact Exhibit Services at 800.966.4498 for an accurate quotation, including all required labor.**

Rental Total	
30% Delivery & Pickup Labor **($75 Minimum)**	
Damage Waiver **12%** of Rental Total **Yes** ☐ **No** ☐	
6.250% Sales Tax Rental Total	
Grand Total	

CREDIT CARD INFORMATION circle one VISA MasterCard AMEX DISCOVER Diners Club International

Name on Card: _____ Company: _____

Card Number: _____ Billing Address: _____

Expiration Date: _____ City: _____

State/Zip: _____

Card Holder Signature: _____ Phone Number: _____

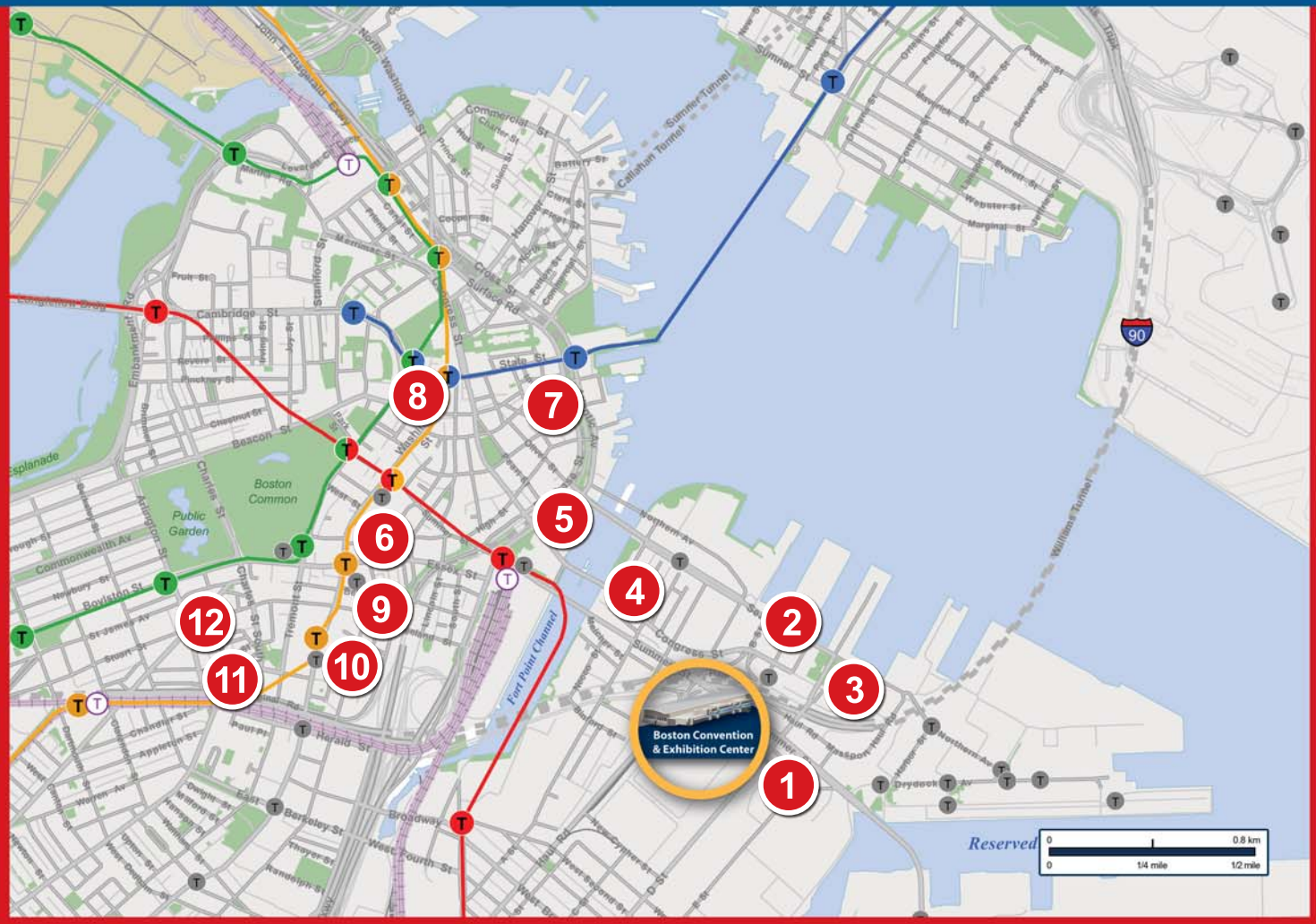
Mail order with Payment to: PSAV ***Paying by Check?*** ☐ Please allow PSAV to confirm total PRIOR to SENDING check.

925 Freeport Parkway, Suite 100, Coppell, TX 75019 Tel: 800.966.4498 Fax: 866.312.4404
Wire Transfer: Call for instructions *International orders can take up to one week to receive, please plan accordingly.*

Rev 7/13 MR1

American Veterinary Medical Association Annual Convention
Boston Convention and Exhibition Center
July 10 - 14, 2015

#	HOTEL NAME	Distance (BCEC)
1	Westin Boston Waterfront	Connected
2	Seaport Hotel & World Trade Center	2 blocks
3	Renaissance Boston Waterfront	3 blocks
4	Residence Inn by Marriott Boston Seaport	5 blocks
5	Intercontinental	8 blocks
6	Hyatt Regency Boston Downtown	1.2 miles
7	Hilton Boston Downtown/Faneuil Hall	1.2 miles
8	Omni Parker House	1.4 miles
9	DoubleTree by Hilton Boston Downtown	1.4 miles
10	Courtyard Boston Downtown	1.5 miles
11	Revere Hotel Boston Common	1.5 miles
12	Park Plaza Boston	1.6 miles



Map Source: Boston Redevelopment Authority

AVMAconvention 2015 BOSTON • JULY 10-14

Wyndham jade

Lead Service Options

Contact Name _____ Booth Number_____
Company_____
Billing Address_____
City_____ State_____ Zip _____
Phone_____ Fax _____
Email_____ (Orders will be confirmed by email)

As part of your participation AVMA is including the first lead device A, B, or C at no charge. If you wish to order additonal quantities or optional services, please indicate 2 or greater in the "QTY" field below and the optional services you wish to purchase.

Payment information is only required if your order MORE than ONE lead product or ANY optional service.

A La Carte Products (You pick up and drop off)

			QTY	Total
A	Desktop unit with Laser Scanner and printer (Leads uploaded to the web, stored to USB and printed as you scan. Requires 120V	$375.00		
B	Handheld, battery-powered data capture & badge reader unit. Immediate transfer of leads to website for instant availability.	$325.00		
C	Smart phone & tablet app designed for Apple and Android products. 2D capable or tap in a badge number. All leads are realtime via a website and download	$350.00		

Optional Products (If you don't need the "package option" you can pick and choose from our optional services.)

Delivery & Pickup: We'll bring it to you, install, train and pickup at your booth.	$85.00		
Custom Lead Qualifiers: An essential tool available for you to qualify your leads and drill down on specific products and services your customers are looking for. Fill out the paged two and we'll do the rest.	$85.00		
Mini Bluetooth Printer: Print hard copy records from your handheld device (B) using bluetooth technology. Lightweight, long life battery and prints wirelessly within a 30 foot range.	$85.00		
	Total		

Terms of Agreement

I, and my company, understand and agree to the following potential late fees, to be charged to the credit card used for deposit:

(a) For each lead retrieval device not returned within one (1) hour of the show floor closing on the last day of the show, the late fee is $200.00 per hour.
(b) If the lead retrieval unit has not been returned to Wyndham Jade within 10 days following close of final day of show, the fee will be $2000.00 for Mobile units .
(c) Our Company, not Wyndham Jade or Show Management, is responsible for the proper use and safekeeping of each lead retrieval unit rented. We will pay for any damage to the lead retrieval units incurred during our rental.

No refunds after 07/01/2015. On-site orders limited to availability. Cancelations will result in a 10% credit card and transaction fee.

Custom Lead Qualifiers are available on-line or we will provide you with a form to fill out and return to us.

Company is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the company accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with the order, otherwise tax will be charged to your order.

No refunds will be given on-site. All refund requests must be made in writing no later than **04/17/2015**
nicole@globalregsolutions.com

Signature_____ Date _____

A) Desktop

The Trakker system reads contact and demographic information encoded on the attendee's badge and checks for duplicate scans. Exhibitors have the flexibility of customizing various categories within the unit for easy followup activity after the show. Included with the unit are 20 Standard Action Codes, allowing further qualification of each lead. Sharp video display constantly displays date and time, number of sales leads, and currently scanned information for easy scan and read verification. The USB memory sticks provide the invaluableability to exhibitors access to the leads immediately.

B) Handheld

Fully mobile, battery powerd, cordless handheld system
This data capturing unit reads contactand demographic information encoded on the attendee's badge, checks for duplicate scans, and allows customizing of categories for easy follow up activity after the show. And now, leads can be sent wirelessly to a secure URL. With the touch screen color display, user friendliness is one of the top features.
The unit's internal memory can store over 8,000 leads yet this innovative device is lightweight, with a wonderful contemporary style.

C) iLeads (Apple and Android)

Capture, qualify and manage tradeshow leads anywhere with an Apple or Android smart phone or tablet. After you capturing sales leads, follow up instantly with text, email or phone call. Set up your own qualifiers or surveys and add additional notes. Access your leads on-line and download inot excel. All leads are realtime.

Add a wireless blue tooth printer (option b)

You like the instant printout but still want the mobility of a handheld? Add a bluetooth printer, great battery life, excellent print quality and effective up to 30 feet away

For more info on products, services and training materials call 480-797-2048 OR email nicole@globalregsolutions.com

Payment & Odering Options

Credit Card

Payment Method MC ☐ VISA ☐ AX ☐

Account Number _____

Name on Card _____

Expire Date_____ **Security Code**_____

Signature_____

Order On-Line
https://www.globreg.com/AVMA15leads
Scan & Email - nicole@globalregsolutions.com
Fax - Credit Card Orders to: 623-321-7800
Checks - Please include your order form and mail to:
Global Registration Solutions
27402 N. 86th Lane Peoria, AZ 85383

Custom Lead Qualifier Order Form

Contact Name _____Booth Number_____
Company_____
Billing Address_____
City_____ State_____ Zip _____
Phone_____ Fax _____
Email_____

Please tell us what Custom Qualifiers you would like to use by filling in the below. You can create as many as 20 codes and we do have a character limit of 21 (includes any key stroke). Upon completion, please fax this back to us at 623-321-7800 and we will take care of the rest. Please submit one form for each unit rented, or indicate by checking the box below that you would like to use the same Custom Qualifiers for all units rented.

☐ Please use the same Custom Qualifiers for all units rented.

1 _____ 11 _____

2 _____ 12 _____

3 _____ 13 _____

4 _____ 14 _____

5 _____ 15 _____

6 _____ 16 _____

7 _____ 17 _____

8 _____ 18 _____

9 _____ 19 _____

10 _____ 20 _____

Standard Qualifiers that are included with your lead service rentals are:

Send Line Card
Send Catalog
Send Detailed Data
Send Samples
Have Salesman Call
Provide Quote
Immediate Need
Final Say
Set Up Demo
End User
Distributor
VAR
OEM
Does Purchasing
Recommends

Wyndham Jade - 6100 W Plano Parkway - Suite 3500 - Dallas, TX - 75093
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American Veterinary Medical Association

Early Exhibitor Request Form for 5 or more rooms

Boston, MA July 11-14, 2015

- AVMA reserves the right to make adjustments to your block based on past history.
- Exhibiting Groups will be placed by order of priority points and use of this form by date below.
- **Group Block requests must be received by August 30, 2014 to be included in pre-blocking.**
- Hotel selections are subject to availability and approval. You will receive a confirmation from AVMA Housing in September of 2014.

Return this form to Laura Beckum: lbeckum@wyndhamjade.com

Company Name: _____

Group Contact: _____

E-mail: _____

Phone Number: _____

(Area / Country Code)

AVMA Hotels, Rates, & Complimentary Amenities

Boston Park Plaza	$179 single $189 double	Includes 10% off at Statler Restaurant and Lounge
Courtyard Boston Downtown	$189 single / double	Includes comp internet
Doubletree by Hilton Boston Downtown	$209 single / double	Includes comp internet
Hilton Boston Downtown/Faneuil Hall	$219 single / double	Includes comp internet
Hyatt Regency Boston	$230 single / double	
Intercontinental Boston	$229 single / double	Includes comp internet
Omni Parker House Hotel	$230 single / double	Includes comp internet
Renaissance Boston Waterfront Hotel	$254 single / double	
Residence Inn by Marriott Boston	$259 single / double	Includes comp internet, breakfast and evening social Mon-Wed. Night
Revere Hotel Boston Common	$239 single / double	Includes comp internet
Seaport Hotel	$235 single / double	
Westin Boston Waterfront	$248 single / double	

Hotel Preference

1) _____ 2) _____

3) _____ 4) _____

Block Pattern

Please provide a night-by-night breakdown of your requested room block using actual arrival and departure dates. See below example.

Day	Wed	Thur Set Up 8am 5pm	Fri Set Up 8am- 5pm	Sat Exhibit Hall 9am- 7pm	Sun Exhibit Hall 9am-4pm	Mon Exhibit Hall 9am-4pm Tear down 4pm-8pm	Tues Tear Down 8am-12pm	Wed
Date	**7/8**	**7/9**	**7/10**	**7/11**	**7/12**	**7/13**	**7/14**	**7/15**
Example	*0*	*2*	*4*	*10*	*30*	*30*	*10*	*2*
Rooms with 1 bed								
Rooms with 2 beds								
Hotel #2								
# Suites by day								

SUITES: Indicate suite type needed: ☐ One Bedroom ☐ Two Bedrooms

Info on Suite type/usage: Sleeping Suite Only? ☐ Hospitality or Meeting Suite? ☐ # Of people in meeting? _____

An AVMA – Wyndham Jade Housing Consultant will contact you regarding your suite needs.

TRAVELEX
INTERNATIONAL

American Veterinary Medical Association and Meeting Travel

Travelex International has over 35 years' experience in the field of corporate events and meetings. Our expertise in meeting travel includes direct billing for approved attendees, detail management reports, airline contract negotiation, and lowest airfare guarantee.

Travelex International has the ability to control costs, assure security of the travelers, and offer the 24/7 advantage of working with a full-service travel advisory company.

Travelex International is the perfect fit for you because of the following list of services:

- Direct billing for approved speakers and staff
- Detailed management reports for containing costs
- Management of airline, hotel, and ground transportation negotiation(s)
- Control of authorized staff and speaker travel
- Reconciliation of credit card statements for approving reimbursement(s)
- Seasoned travel professionals who know how to think outside of the box
- Emergency after-hours' service for helping to manage change in travel plans

Travelex International is your preferred travel advisory company, and for additional informational, please contact Ursula Pearson at:

Travelex International, Inc.
2061 N. Barrington Road
Hoffman Estates, IL 60169-2023
847-882-0400
Toll-free – 800-882-0499
ursulap@travelexinternational.com
www.travelexinternational.com

THE UNEXPECTED **AWAITS**

BOSTON CONVENTION & EXHIBITION CENTER AND JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

EXHIBITOR CATERING MENU

MENU

Signature BOSTON™

Remarkable experiences.
Imagination realized.℠

Levy Restaurants

PLAN WITH EASE

To help facilitate your event planning, our policies and procedures are provided below.

THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

GUARANTEES

In order to provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please refer to your Catering Agreement for more details.

If the guarantee is not received, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

CHINA SERVICE

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless our high-grade and/or compostable, disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outdoor Events (with the exception of plated meals), are accompanied by high-grade and/or compostable, disposable ware.

BAR SERVICE

For all events with alcohol service, a certified Levy Restaurants bartender is required. Alcohol cannot be brought into or removed from the premises.

LINEN SERVICE & DÉCOR

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items.

SPECIALTY EQUIPMENT

Specialty equipment such as water coolers and espresso machines are available. Please contact your Catering Sales Manager for options.

INCENTIVE PRICES

Incentive prices are valid for all orders placed more than twenty-one (21) days prior to the first day of the show.

SAMPLING

Food and/or beverage products may be sampled without waiver fee, if the product being sampled is manufactured, produced or distributed by the exhibiting company. Sample sizes are as follows:

Alcohol: Contact your Catering Sales Manager

Food: Not more than 2 ounces

Non-Alcoholic Beverages: Not more than 4 ounces

TABLES AND ELECTRICAL NEEDS

Levy Restaurants Exhibitor Catering does not supply tables or electrical needs for your booth. Please contact your service contractor.

CONTACT

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

900 Boylston Street
Boston, MA 02199
(617) 954-2189

BOSTON CONVENTION & EXHIBITION CENTER

415 Summer Street
Boston, MA 02210
(617) 954-2382

Signature BOSTON™

Remarkable experiences. Imagination realized.℠

Levy Restaurants

YOUR EXECUTIVE CHEFS

CHRISTOPHER PULLING

Executive Chef Christopher Pulling brings the taste of New England alive at the Boston Convention & Exhibition Center. Modern preparations update traditional recipes passed down from the region's earliest settlers. Local seafood selections direct from the waterfront are complemented by hearty local favorites, serving up a melting pot of Boston flavors on every plate.

A graduate of the prestigious Culinary Institute of America, Christopher holds a degree in Hospitality and Culinary Arts, earned the title of Certified Executive Chef and Certified Culinary Administrator through the American Culinary Federation and holds a Certificate of Achievement in Advanced Baking and Pastry through the French Culinary Institute in NYC.

Christopher began his career with Levy Restaurants in 1999 at the Gaylord Entertainment Center in Nashville. In 2004, he joined Qwest Center Omaha as Executive Chef. Christopher was selected to the opening team of the Molson Center in Montreal and Bank One Ballpark in Phoenix, participated in the 2008 Olympic Swim Trial, 2006 All-Star Game and Super Bowl, 2005 Breeders' Cup, 2004 NFL Playoffs and multiple Kentucky Derbies, and has acted as a consultant for Manchester United and JFK Airport.

A veteran of the hospitality industry, Christopher brings 12 years of hotel and resort experience to the Levy family table. In his eight years with Hyatt Hotels and Resorts, Christopher earned numerous management awards, including Department of the Year. Two years at Destination Hotels & Resorts in Vail, Colorado, and an Area Chef position at Bristol Hotels & Resorts round out his experience.

TIMOTHY ELDERKIN

Executive Chef Timothy Elderkin embraces the bounty of New England ingredients and its distinctive cuisine at the John B. Hynes Veterans Memorial Convention Center. Warm hospitality and excellent food are the priority for Chef Elderkin and his hyper capable team, who serve a wide variety of events at the high volume convention center.

A native New Englander, Chef Elderkin was born and raised in Cumberland, RI, where his passion for the outdoors was equal only to his enthusiasm for the local cuisine. In 2001, he received an Associates of Science Degree in Culinary Arts and a Bachelor's of Science Degree in Food Service Management from Johnson and Wales University.

Following culinary school, Tim remained local before moving to Boston in 2003 to continue developing his career. As Sous Chef at Fenway Park in 2004, Chef Tim was a hugely proud part of the Boston Red Sox team that brought home the first Championship in 86 years.

In 2010, Tim made another big move, transitioning to Levy Restaurants at the John B Hynes Veterans Memorial Convention Center. Working closely with Chefs Matt Roach and Chris Pulling for over three years, positioned Chef Tim to attain the prestigious Executive Chef position at Hynes. Tim's energy paired with a natural sense of hospitality creates a stellar experience for each and every center attendee. Since 2010, Chef Tim has supported several exciting events including the 2011 Wells Fargo Championship in Charlotte, NC and the 2012 Food City 500 in Bristol, TN.

EXPECT EXTRAORDINARY

Take a seat at our family table, where over 30 years of culinary and hospitality experience come together. Our business is creating the unforgettable and we understand every event stands alone. Experience our heartfelt hospitality and award-winning food in stunning surroundings, scaled to your needs and tailored to your taste.

EXHIBITOR CATERING MENU

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Levy Restaurants

MADE-TO-ORDER MORNINGS

Start your day off right with our traditional continental breakfast and add your favorites for a custom dining experience!

	INCENTIVE PRICE	STANDARD PRICE
TRADITIONAL CONTINENTAL BREAKFAST • Orange and cranberry juices • Breakfast breads and Danish • Sweet butter and fresh fruit preserves • Selection of individual low-fat yogurts • Au Bon Pain coffee	18.00 PER PERSON	20.00 PER PERSON
BACON, EGG AND CHEESE SANDWICH Bacon with Cheddar cheese and scrambled eggs on a buttery croissant	72.00 PER DOZEN	80.00 PER DOZEN
SCONES Spiced apple, blueberry, cranberry-orange and ginger	38.00 PER DOZEN	42.00 PER DOZEN
MUFFIN TOPS Low-fat and whole grain	38.00 PER DOZEN	42.00 PER DOZEN
DANISH PASTRIES Fruit and cheese filled	38.00 PER DOZEN	42.00 PER DOZEN
BAGEL SHOP Fresh-baked bagels with low-fat and plain cream cheese **Power Requirements - (1) 110v/20amp outlet*	38.00 PER DOZEN	42.00 PER DOZEN
MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry-yogurt dipping sauce (serves 10 guests)	50.00 PER PLATTER	55.00 PER PLATTER

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SNACKS

Suggested serving size: 1 pound per 10 guests

	INCENTIVE PRICE	STANDARD PRICE
TORTILLA CHIPS Served with salsa cruda and guacamole	50.00 PER POUND	55.00 PER POUND
POTATO CHIPS AND GOURMET DIPS Kettle-style potato chips served with roasted garlic Parmesan, French onion and blue cheese dips	50.00 PER POUND	55.00 PER POUND
GRANOLA BARS	27.00 PER DOZEN	30.00 PER DOZEN
SNACK MIX	12.00 PER POUND	14.00 PER POUND
HERSHEY'S KISSES	12.00 PER POUND	14.00 PER POUND
PRETZEL TWISTS	12.00 PER POUND	14.00 PER POUND
DELUXE MIXED NUTS	18.00 PER POUND	20.00 PER POUND
WHOLE FRESH FRUIT	39.00 PER DOZEN	43.00 PER DOZEN
INDIVIDUAL LOW-FAT FRUIT YOGURTS	39.00 PER DOZEN	42.00 PER DOZEN
ASSORTED CANDY BARS (FULL SIZED)	36.00 PER DOZEN	40.00 PER DOZEN
INDIVIDUAL BAGS OF CHIPS AND SNACKS	36.00 PER DOZEN	40.00 PER DOZEN

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BEVERAGES

Suggested serving size: 1 gallon per 12 guests, minimum 3 gallons per item

	INCENTIVE PRICE	STANDARD PRICE
AU BON PAIN COFFEE AND TEA Fresh-brewed Au bon Pain coffee, decaffeinated coffee and flavored Tazo teas	49.00 PER GALLON	54.00 PER GALLON
WICKED GOOD HOT CHOCOLATE Mini marshmallows, chocolate shavings and whipped cream	49.00 PER GALLON	54.00 PER GALLON
HOT APPLE CIDER Orange zest and cinnamon sticks	49.00 PER GALLON	54.00 PER GALLON
SPA WATER REFRESHER Natural spring water infused with fresh fruit	45.00 PER GALLON	50.00 PER GALLON
BLENDED LEMONADES Strawberry, cranberry-lime, lavender or lemon-basil	59.00 PER GALLON	65.00 PER GALLON
SPECIALTY ICED TEA BAR Raspberry or mango mint teas served with fresh-cut lemons and simple syrup	59.00 PER GALLON	65.00 PER GALLON
BOTTLED JUICES (15.2 OZ.) Apple, cranberry and orange	90.00 PER CASE	99.00 PER CASE
ASSORTED PEPSI PRODUCTS (12 OZ.)	90.00 PER CASE	99.00 PER CASE
AQUAFINA BOTTLED WATER (16.9 OZ.)	90.00 PER CASE	99.00 PER CASE
FLAVORED POLAND SPRINGS SPARKLING WATER (16.9 OZ.)	90.00 PER CASE	99.00 PER CASE
WATER COOLER RENTAL **Power Requirements: 110v/20amps*	75.00 PER DAY	83.00 PER DAY
5-GALLON WATER JUG	35.00 EACH	38.50 EACH
CUBED ICE (5 LB. BAG)	6.00 PER BAG	7.00 PER BAG
CLASSIC ICED TEA	38.00 PER GALLON	45.00 PER GALLON
FRESH LEMONADE	38.00 PER GALLON	45.00 PER GALLON

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SWEETS

	INCENTIVE PRICE	STANDARD PRICE
GOURMET BROWNIES Espresso, chocolate chunk, turtle and fudge	38.00 PER DOZEN	42.00 PER DOZEN
WHOOPIE PIES Chocolate, carrot cake and peanut butter	38.00 PER DOZEN	42.00 PER DOZEN
BAKED COOKIES Chocolate chunk, oatmeal raisin and peanut butter	34.00 PER DOZEN	38.00 PER DOZEN
GOURMET DESSERT BARS Raspberry, blueberry, lemon and nut-filled bars	38.00 PER DOZEN	42.00 PER DOZEN
CHOCOLATE COVERED STRAWBERRIES	60.00 PER DOZEN	66.00 PER DOZEN
GOURMET CHOCOLATE TRUFFLES Raspberry, white chocolate, mocha, Bavarian cream, caramel and dark chocolate	38.00 PER DOZEN	42.00 PER DOZEN
CHEESECAKE LOLLIPOPS Assorted flavors	42.00 PER DOZEN	47.00 PER DOZEN
MINI CANNOLI	38.00 PER DOZEN	42.00 PER DOZEN
RICE KRISPY TREATS Classic, hand-dipped chocolate and peanut butter	38.00 PER DOZEN	42.00 PER DOZEN
GOURMET CUPCAKE BAR A variety of flavors including lemon meringue, red velvet, chocolate peanut butter cup, jelly roll, double chocolate and vanilla bean	52.00 PER DOZEN	58.00 PER DOZEN
MACARON MADNESS Vanilla, pistachio, coffee, raspberry, lemon and chocolate	34.00 PER DOZEN	38.00 PER DOZEN

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CHEF'S TABLES

Minimum of 20 guests per selection. All Chef's Tables include disposable ware. Beverages are not included

LITTLE ITALY

- Tomato Basil Soup
- Vegetable Chopped Salad – honey Dijon vinaigrette
- Pesto Pasta Salad
- Wood Roasted Chicken
- Penne Primavera
- Grilled Asparagus
- Garlic bread
- Tiramisu & Cannolis

INCENTIVE PRICE – 30.00 PER PERSON
STANDARD PRICE – 33.00 PER PERSON

TASTES OF NEW ENGLAND

- New England Clam Chowder
- Field Greens Salad with Balsamic and Ranch Dressings
- Garlic Poached Fingerling Potato Salad
- Braised Short Ribs – cranberry reduction & Parmesan polenta
- Four-Cheese Macaroni & Cheese
- Honey Glazed Carrots
- Assorted Whoopie Pies

INCENTIVE PRICE – 30.00 PER PERSON
STANDARD PRICE – 33.00 PER PERSON

FARM STAND SANDWICH & SALAD TABLE

- Harvest Grain Salad
- Classic Caesar Salad – Romaine hearts, traditional dressing, garlic croutons and shaved Parmesan cheese
- Italian Bulkie – shaved Genoa salami, cured ham, roast beef, marinated peppers, wilted spinach and Provolone with herb aioli
- Tuscan Chicken – grilled herb marinated chicken, oven-dried tomato, balsamic onions and Provolone on rosemary focaccia
- Vegetable Salad Sandwich – pesto aioli and baby spinach on a croissant
- Kettle-Style Potato Chips & BBQ Chips
- Assorted Dessert Bars

INCENTIVE PRICE – 28.00 PER PERSON
STANDARD PRICE – 31.00 PER PERSON

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BOX LUNCHES

A great option for the grab and go lunch!

	INCENTIVE PRICE	STANDARD PRICE
BOX LUNCHES		
• Smoked Turkey on Wheat Bread – bacon, tomato, lettuce and herb aioli	24.00 EACH	27.00 EACH
• Roast Sirloin of Beef on Focaccia – tomatoes, sweet onion jam and Boursin cheese	24.00 EACH	27.00 EACH
• Grilled Chicken on Focaccia – spinach, herb aioli and Provolone cheese	24.00 EACH	27.00 EACH
• Ham and Swiss on Pretzel Bread	24.00 EACH	27.00 EACH
• "ZLT" Flatbread Sandwich – grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto	24.00 EACH	27.00 EACH
• Italian Chopped Salad – grilled chicken, crispy bacon, romaine, radicchio, tomato, red onion, ditalini and crumbled blue cheese with honey Dijon vinaigrette	24.00 EACH	27.00 EACH

EACH LUNCH INCLUDES:

- Whole Fresh Fruit
- Bag of Cape Cod Chips
- Dancing Deer Cookie

	INCENTIVE PRICE	STANDARD PRICE
BISTRO BOXES		
• Artisan cheese, gourmet crackers and seasonal fruit with honey and vanilla yogurt dip	18.00 EACH	20.00 EACH
• Seasonal vegetable crudités with roasted pepper hummus, sea salted edamame and pita chips	12.00 EACH	14.00 EACH
• Dry-aged salami, prosciutto and coppa ham, aged Provolone, cherry peppers, grilled focaccia and sun-dried tomato oil	20.00 EACH	24.00 EACH
• Fresh Mozzarella and vine-ripe tomato with balsamic, roasted red bell pepper, Kalamata olives, pickled carrot, onion and cauliflower served with basil pesto	20.00 EACH	24.00 EACH

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RECEPTION HORS D'OEUVRES

Prices shown below are incentive prices and applicable to all orders places at least 21 days prior to show start. Orders places less than 21 days prior to show start are subject to standard pricing. 50 piece minimum per item.

NEW ENGLAND SPECIALTIES

- Slow-Cooked Boston Baked Beans – caramelized onions and brown bread 3.00 PER PIECE
- Individual Yankee Pot Roast – braised beef tips, sweet peas, carrots and potatoes topped with mini buttermilk herb biscuits 4.00 PER PIECE
- BBQ Oyster – charred corn, smoky bacon and citrus aioli 5.00 PER PIECE

FLATBREADS AND FLATINIS

- Fig and Blue Cheese Flatbread – sweet imported fig preserves, creamy blue cheese and green onions 4.50 PER PIECE
- Chicken Pesto Flatbread – fresh pesto, diced chicken, tender artichoke hearts, sun-dried tomatoes and Asiago cheese 4.50 PER PIECE
- Mini Reuben Flatini – corned beef, sauerkraut and Swiss cheese on lightly toasted flatbread 4.50 PER PIECE

RETRO MINIS – CLASSIC FAVORITES

- Beef Wellington Bites –horseradish cream 5.00 PER PIECE
- Frank 'n Blanket – cocktail sausage and flaky puff pastry 3.00 PER PIECE
- Chicken Cordon Blue – smoked ham and blue cheese sauce 3.50 PER PIECE

STUFFED MUSHROOMS

- Fennel Sausage and Garlic Bread Crumbs 4.00 PER PIECE
- Grilled Vegetable 4.00 PER PIECE
- Maine Lobster 5.50 PER PIECE

SUMPTUOUS SATAYS

- Ginger Chicken – sweet chili sauce 4.50 PER PIECE
- Sizzling Short Rib – Thai peanut sauce 5.00 PER PIECE
- Basil-Garlic Shrimp – chili lime mint sauce 5.00 PER PIECE

MINI CHILLED SHRIMP SHOOTERS

- Classic Fisherman's Wharf-Style – lemon horseradish cocktail sauce 6.00 PER PIECE
- Bayou-Blackened – remoulade sauce 6.00 PER PIECE
- Pesto-Marinated – lemon aioli 6.00 PER PIECE

MINI ALL-BEEF BURGERS

- Tavern-Style Classic – American cheese and our secret sauce 5.50 PER PIECE
- Firehouse Burger – bacon and barbecue sauce 5.50 PER PIECE
- Gourmet Burger – truffle aioli and Gruyère cheese 5.50 PER PIECE

COASTAL FAVORITES

- Signature Crab Cakes – lemon aioli 6.00 PER PIECE
- Seared Sesame Tuna Wonton – seaweed salad and wasabi cream 6.00 PER PIECE
- Smoked Salmon Cracker – crème fraîche, capers and red onion 6.00 PER PIECE

GRILLED ARTISAN BREAD CROSTINI

- Tomato Basil – artisan olive oil 4.00 PER PIECE
- Whipped Ricotta – olive salad 4.00 PER PIECE
- Beef Carpaccio – garlic aioli and Parmesan 4.00 PER PIECE

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QUESADILLAS

- House-Smoked Brisket and Cheddar Cheese – avocado crema 4.50 PER PIECE
- Ancho Chicken and Jack Cheese – salsa verde 4.50 PER PIECE
- Baby Spinach and Mushroom – pico de gallo 4.50 PER PIECE

SPOONS

- Ahi Tuna Tartare – lemon olive oil, capers and basil 6.00 PER PIECE
- Classic Steak Tartare – mustard, egg and shallots 5.00 PER PIECE
- Fresh Crab Salad – citrus aioli and fresh chives 6.50 PER PIECE

MINIATURE TOSTADAS

- Spicy Seared Ahi Tuna – cilantro lime crema and jalapeño slaw 6.00 PER PIECE
- Duck Breast – pasilla peppers and tropical mango salsa 6.00 PER PIECE
- Hand-Pulled Chicken – black bean purée, queso fresco and pickled red onion 5.00 PER PIECE

HANDCRAFTED MINI SLIDERS

- Slow-Roasted Prime Rib – smoked Cheddar, caramelized onions and BBQ sauce 5.00 PER PIECE
- Breaded Chicken Parmesan – marinara and fresh Mozzarella 4.00 PER PIECE
- Homemade Meatloaf – crispy onions and sautéed wild mushrooms 4.00 PER PIECE

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RECEPTION DISPLAYS

	INCENTIVE PRICE	STANDARD PRICE
FARMERS MARKET TABLE Chef's selection of local cheeses with fruit chutneys, local honey, crackers and farmer's market crudités with a variety of dips. Accompanied by fresh baked artisan breads and flavored olive oil (serves 25)	210.00	230.00
ARTISAN CHEESE BOARD Selection of local and imported farmstead cheeses, accompanied by housemade chutneys, local honey, artisan breads and crackers (serves 25)	195.00	215.00
GARDEN FRESH VEGETABLE BASKET Chef's colorful selection of the freshest market vegetables, served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks (serves 25)	175.00	192.50
ANTIPASTI Imported cured meats, cheeses, local seasonal vegetables, marinated olives and warm spinach and artichoke fondue. Served with a variety of flatbreads, crostini and breadsticks (serves 25)	225.00	247.50
SUSHI A selection of fresh made maki, including California rolls, spicy tuna rolls and smoked salmon rolls, as well as market fresh sashimi. Served with seaweed salad, wasabi, pickled ginger and a variety of dipping sauces (serves 25)	395.00	435.00
RAW BAR A selection of the freshest available chilled seafood. Served with artisan crackers, horseradish cocktail sauce, lemon aioli, remoulade sauce and specialty hot sauces • Jumbo shrimp • Fresh oysters • Crab legs	MARKET PRICE	
SMOKED SALMON A great addition to the raw bar! Pastrami-smoked salmon served with classic garnishes, sliced pumpernickel and crème fraîche (serves 25)	275.00	302.50
MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry yogurt sauce (serves 10)	50.00	55.00

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EXHIBITOR FAVORITES AND TRAFFIC PROMOTERS

Do you need a unique way to make your booth stand out from the crowd? We can help! Let us customize a booth traffic promoter to meet your needs. Here are a few ideas to get you started!
NOTE: Exhibitors are responsible for power requirements for all services listed below.

	INCENTIVE PRICE	STANDARD PRICE
CHOCOLATE CHIP COOKIE STOP	480.00	530.00
Cookie Oven includes: one case of 240 cookies, napkins, plates, serving platter. Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up **An attendant is required* **Power Requirements: 110volt/200amps (oven)*		
ADDITIONAL CASE OF COOKIES	480.00	530.00
ICE CREAM COOLER	480.00	530.00
Ice Cream Cooler includes: 10 dozen assorted ice cream bars and napkins. Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up **Power Requirements: 110volt/200amps (cooler)*		
ADDITIONAL 120 ASSORTED ICE CREAM BARS	480.00	530.00

CAMPFIRE S'MORES PACKAGE

On-stage roasted marshmallow sandwich with milk chocolate and graham crackers.

INCENTIVE – 4.00 PER PERSON
STANDARD – 5.00 PER PERSON

Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up
**An attendant is required for this service*

DONUTS AND KEURIG COFFEE*

Eight dozen donuts to include chocolate, plain, glazed and butternut.
Paired with 96 cups of regular, decaf or flavored Keurig K-cups.

INCENTIVE – 500.00 PER DAY
STANDARD – 550.00 PER DAY

Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up
**Power Requirements: 110volt/200amps*
**An attendant is optional for this service*

OTHER EXHIBITOR SERVICES

BOTTLED WATER WAIVER FEE

A waiver fee applies to any ehxibitor bringing in logo bottles of water.
Waiver is priced per bottle – please contact your Catering Sales Manager for details.

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WICHES OF BOSTON

1,550.00 PER DAY

Attract crowds to your booth with a magical, cool mist! Starting with the finest ingredients, zapped by an instant jolt of liquid nitrogen, in mere seconds, smooth flavorful creations emerge from a cloud of cool mist. No magic wand, no abracadabra just a touch of modern culinary magic.

Appropriate supplies to include: rental of "Wiches of Boston" machinery, 2 trained 'mixologists', paper/plastic cups, spoons and napkins

Price does not include: Electric, Work Space (Table), Trash Removal or Clean Up
**Power Requirements: TBD*

ALL ICE CREAM, FROZEN YOGURT AND SORBETS ARE AVAILABLE IN THE FOLLOWING SIZES:

4 OZ. SERVING 6.00 EACH
**Minimum order of 250 cups*
3 OZ. SERVING 4.50 EACH
**Minimum order of 350 cups*
2 OZ. SERVING 3.55 EACH
**Minimum order of 450 cups*

MAKE IT AN ICE CREAM SANDWICH FOR 1.00 MORE!
ADDITIONAL ORDERS MAY BE PLACED ON-SITE IN 100 CUP INCREMENTS

ICE CREAM FLAVORS INCLUDE:

TRADITIONAL FLAVORS OF:

- Vanilla, Chocolate and Strawberry

OR

- Vanilla with crisp Italian almond cookie crumble and dark sweet cherries
- Nutella with toasted hazelnuts and crisp sweet pizzelle cookies
- Dark Belgian chocolate with chocolate caramel truffle
- Fresh mint with chocolate chunks
- Lemon with Blueberry Streusel
- Rich Italian espresso with lightly salted chocolate brownies
- Lightly salted caramel with praline pecans

FROZEN YOGURT FLAVORS INCLUDE:

Creamy smooth mango, blueberry, chai or strawberry.
All can be complemented with sweet yogurt dipped pretzels or yogurt covered raisins

SORBET FLAVORS INCLUDE:

- Raspberry
- Passion fruit
- Mango
- Blood Orange

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MARKEY LTD ESPRESSO SERVICE

3,200.00 PER DAY

Our Baristi are fully trained to get the most from our state-of-the-art espresso machines. Our friendly crew ensures your guests will have a memorable visit, featuring drinks that you would see in any world-class espresso bar including Cappucinos, Lattes, Americanos, Espressos and all the other favorites as well as herbal teas and hot chocolates.

Price per day includes up to 1500 servings (combination of 8 oz. cups for coffees and teas & 4 oz. cups for espressos), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar.

POWER REQUIREMENTS:

- Coffee machine: 5kW, 30 Amp at 240 volts
- Grinder: 350W, 5 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD VEGETABLE & FRUIT JUICE BAR

3,400.00 PER DAY

Two trained baristas will press fresh and seasonal locally sourced fruits and vegetables to produce the most natural of juices. Our menu is designed with nutritional values, taste and color in mind.

FLAVORS:

- Orlando Orange: Carrot, Apple, Ginger and Orange Juice
- Green Goddess: Celery, Cucumber, Spinach, Apple and Lemon
- Pink Lady: Apple, Pineapple and Beetroot

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Juice machines: 3 x 20 Amp at 110 volts (usually three machines are running)
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD MILKSHAKE BAR

3,400.00 PER DAY

Traditional, old-fashioned thick and creamy flavorful milkshakes made to order using all-natural ingredients. The Markey Milkshake Bar will keep them coming all day long!

FLAVORS:

- Strawberry, Chocolate, Banana, Caramel - *Choose any or all!*

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service please, let us know.

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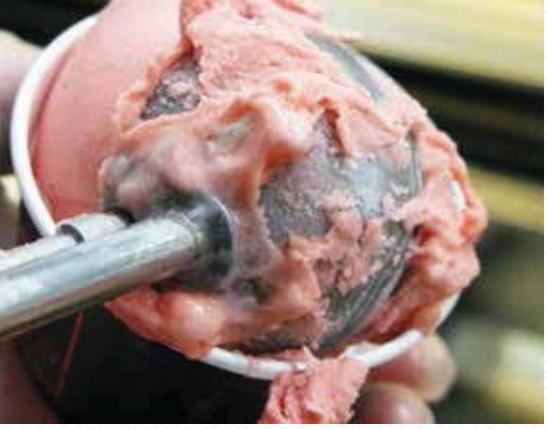

MARKEY LTD ITALIAN GELATO BAR

3,400.00 PER DAY

Two trained staff members to scoop and serve various flavors of Gelato with an array of flavors, a perfect attraction to your booth. Our menu of flavors includes intensely delicious dairy-free sorbets and creamy gelato.

FLAVORS:

- Chocolate, Pistachio, Vanilla Bean, Dolce de Leche, Raspberry and Lemon. *Our Gelato freezer can display up to 6 flavors.*

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, Gelato display cabinet, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Gelato cabinet: 3 kW, single phase, 15 Amp at 110 volts. A 24 hours power supply is required for the Gelato cabinet.

MARKEY LTD SMOOTHIE BAR

3,400.00 PER DAY

Two trained baristas will cut, shake, stir and blend an exciting menu. Fresh fruit and natural fruit puree ingredients will be combined to create colorful and exceptional flavors.

FLAVORS:

- Fantastic 5: Blueberry, Blackberry, Strawberry and Raspberry with Cranberry juice
- Tropic Passion: Mango, Passion Fruit and Watermelon with Orange Juice & Coconut Water
- Zinger: Strawberry, Banana, Lime Juice and Mint with Apple Juice
- Pinkie Deluxe: Strawberry & Morello Cherry with Low-Fat Natural Yogurt

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD FROZEN YOGURT OR SOFT SERVE ICE CREAM BAR

3,400.00 PER DAY

Two trained staff members to serve and garnish our popular Frozen Yogurt or Soft Serve Ice Cream Bar

- Frozen Yogurt Flavors: Non-Fat or Natural Tart base
- Soft Serve Ice Cream: Vanilla
- Toppings for Both: Strawberry, Blueberry, Pineapple, Granola, Milk Chocolate Chips, Sliced Almonds, Coconut, Caramel and Honey

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Frozen Yogurt/Soft Serve machine: 3 kW, single phase, 20 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service please, let us know.

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employee.

BAR SELECTIONS

Beverages are billed on consumption unless otherwise noted, bartender fees apply.

HOSTED DELUXE BAR

COCKTAILS

Featuring Ketel One, Bombay Sapphire, Johnnie Walker Black, Maker's Mark, Bacardi 8, Crown Royal, Sauza Hornitos Reposado, Hennessy VS, Martini & Rossi Dry and Sweet Vermouth — 7.50 PER DRINK

WINES BY THE GLASS

Featuring Folie a Deux Chardonnay, Avalon Cabernet Sauvignon, Red Rock 'Reserve' Merlot and Beringer White Zinfandel — 7.00 PER GLASS

SPARKLING

Cook's Brut — 7.00 PER GLASS

Imported Beer	6.50 PER DRINK
Domestic Beer	6.25 PER DRINK
Bottled Water	3.75 PER DRINK
Soft Drinks	3.75 PER DRINK
Juices	3.75 PER DRINK

HOSTED PREMIUM BAR

COCKTAILS

Featuring Smirnoff, Bombay, Dewar's, Jim Beam, Bacardi Superior, Canadian Club, José Cuervo Gold, Christian Bros. Brandy, Martini & Rossi Dry and Sweet Vermouth — 7.00 PER DRINK

WINES BY THE GLASS

Featuring Woodbridge by Robert Mondavi Chardonnay, Cabernet Sauvignon, Merlot and White Zinfandel — 6.25 PER GLASS

SPARKLING

Cook's Brut — 7.00 PER GLASS

Imported Beer	6.50 PER DRINK
Domestic Beer	6.25 PER DRINK
Bottled Water	3.75 PER DRINK
Soft Drinks	3.75 PER DRINK
Juices	3.75 PER DRINK

Cash bar options are available.
All bar services require a Levy Restaurants bartender.

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EXHIBITOR CATERING ORDER FORM

EXHIBITING COMPANY INFORMATION			
Company Name *(Include Booth Name if Different):*			
Billing Address:			
City, State, Zip Code:		Country:	
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE INFORMATION	
Event Name:	
Booth Number:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME	ITEM DESCRIPTION	QTY	TOTAL PRICE

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees.
No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the BCEC. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before and any charges incurred during the event.

CREDIT CARD AUTHORIZATION	
Card Type: ☐ Visa ☐ MC ☐ AMEX ☐ Discover	Billing Zip Code:
Credit Card Number:	Exp Date:
Signature of Card Holder:	Name as appears on Card:

Mail, Fax or Scan To: Jackie McNulty - Catering Sales Manager
Levy Restaurants Boston Convention & Exhibition Center
415 Summer Street, Boston, MA 02210
Phone: 617.954.2320 Fax: 617.954.2159 Email:jmcnulty@levyrestaurants.com